OFFICE EQUIPMENT *Digest*

Edited for **Purchasing Agents, Controllers and Office Managers**

Check and pass on

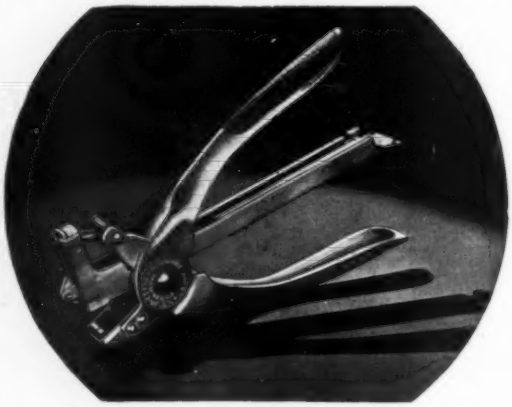
Purchasing Agent	
Controller	
Office Manager	
Advertising Manager	
Transcription Supervisor	
Filing Dept. Manager	
Mailing Dept. Manager	

"AS ENTHUSIASTIC AS THE DAY WE MOVED IN." So reports S. C. Johnson &

AUGUST 1954

MODEL J-30 STAPLING PLIER $3.85

Model J-30 is light in weight, yet rugged. Requires but little space and can be put into desk drawer or pocket when not in use Indispensable for vertical filing or for attaching material to a permanent card. Uses DJ340 NEVA-CLOG Staples.



MODEL B-100 STAPLING PLIER $5.25

For heavy duty and for fastening of tough materials, this machine uses a broad flat staple. Fastens such materials as fibre, softwood baskets, veneer wood, leather and belting. Used for sealing heavy paper or cloth bags, packages of corrugated board, and similar difficult operations. Powerful leverage, durable, fool-proof. Staples used: NEVA-CLOG B-3/8.

MODEL S-100 STAPLING PLIER $4.75

A rugged, powerful Stapling Machine with 4 to 1 leverage. Particularly designed for production work and hard usage but can be used for any stapling operation within its capacity. Clog-proof so that it will give constant production. Use NEVA-CLOG A-1000 or L-1000 Staples.

REMEMBER

20 Years Ago!–

When dictators were someone or something that was always good for a laugh?

When nobody took them seriously?

When opportunity was going around banging on everybody's door?

When optimism was rampant in the land?

When many of the leading firms of today were infants?

That's when Neva-Clog was born. We were reminded of it the other day when a fellow wrote in asking if we could repair his Neva-Clog machine. He had used it for twenty years and finally a part had broken.

We don't claim that Neva-Clog Stapling Pliers will last twenty years, but it is surprising how many have and how long they last in hard industrial use.

It is a good idea to REMEMBER to buy and use those products that are known to be worthy of your confidence.

The better way to

"FASTEN THINGS TOGETHER"

is with

Neva-Clog Stapling Pliers

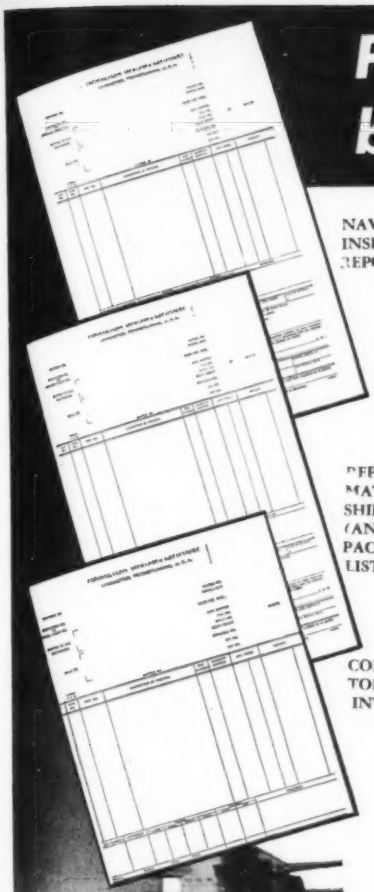
The Machine of a Thousand Uses

★

NEVA-CLOG PRODUCTS, INC.

BRIDGEPORT, CONN.

Paper Work AWAY before Anchors Aweigh!



NAVAL INSPECTION REPORT

REPORT OF MATERIAL SHIPPED (AND PACKING LIST)

CONTRACTOR'S INVOICE

To speed the handling of contracts on a wide variety of production, came Navy orders to contractors to "cut the paperwork." One Navy standardized form now does the work of three, combining

1. THE NAVAL INSPECTION SHEETS
2. REPORT OF MATERIAL SHIPPED (AND PACKING LISTS)
3. INVOICES

To speed their work, many holders of Navy contracts have already utilized Columbia Ready-Master replicas of this form for rapid duplicating. Time taking typing for individual Inspection, Material Shipped and Invoice sheets is reduced to a single operation. Copies are duplicated without retyping faster, cheaper, more efficiently than by other processes. Inexpensive duplicating equipment can be used. In one plant alone, 22,000 work hours per year will be saved. Simple adaptation makes this form ideal for government and duplication of countless private industry contracts.

Ask your dealer for details or contact the Columbia branch office nearest you.

Official U. S. Navy Photo

COLUMBIA RIBBON & CARBON MFG. CO., Inc.
Main Office and Factory: Glen Cove, L. I., N. Y.
NEW YORK • KANSAS CITY, MO. • CHICAGO • DETROIT
MILWAUKEE • MINNEAPOLIS • NASHVILLE • PHILADELPHIA
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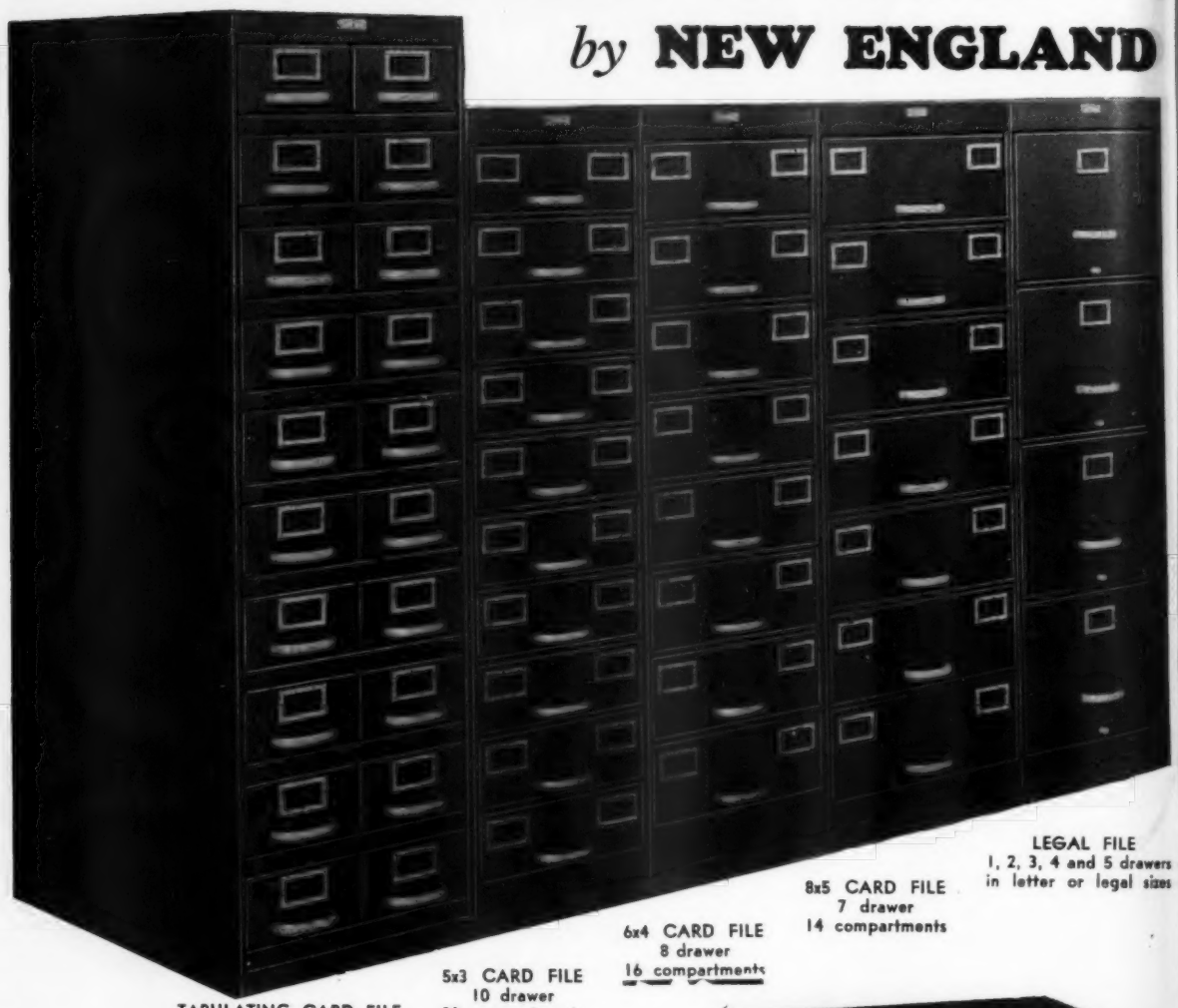
COLUMBIA READY-MASTER

DUPLICATES THE FORM AND THE FILL-IN IN A SINGLE OPERATION

A COMPLETE LINE IN WOOD . . .

by NEW ENGLAND



TABULATING CARD FILE
20 drawer unit for cards
7⅜"x3¼"

5x3 CARD FILE
10 drawer
20 compartments

6x4 CARD FILE
8 drawer
16 compartments

8x5 CARD FILE
7 drawer
14 compartments

LEGAL FILE
1, 2, 3, 4 and 5 drawers
in letter or legal sizes

The Tabulating Card File illustrated (upper left) is NEW ENGLAND'S latest contribution to the industry. Now you can offer your customers matched units in wood to meet all standard filing requirements.

The new Tabulating Card File is made according to the same NEW ENGLAND high craftsmanship standards of fine cabinet making. Each pair of drawers set on a sliding tray which operates on metal rollers. When on the tray the drawers are held positively in position but all drawers are removable. This file is also made as an 18 drawer unit 52" high to match other NEW ENGLAND numbers.

The NEW ENGLAND LINE embraces many other office and factory units designed expressly to take the place of steel so vital to our war efforts — LOCKERS, STORAGE CABINETS, SECTIONAL BOOKCASES and CLOTHES RACKS. We are equipped to manufacture special equipment in all types of wood from architect's drawings and specifications. Let's get acquainted.

CARD CABINETS

Sturdily made of laminated birch, NEW ENGLAND'S Card Cabinets in olive green finish have a steel-like appearance. They come in 1-drawer, 2-drawer, 4-drawer, 6-drawer, and 9-drawer units for both 5x3 and 8x5 cards. There is also a 7-drawer cabinet with 14 compartments for 8x5 cards and a 10-drawer cabinet with 20 compartments for 5x3 cards. Select a sample order from our catalog. One examination will convince you.

New England Woodworking Co.

512 E. 137th Street **New York, N. Y.**

"Impressive Impressions"

RED FEATHER STENCILS

are precision built by modern streamline production methods which give uniformity, add tensile strength and assure long runs.

Clean, clear, sharp copy is typical of all duplicating work done with Red Feather Blue, White or Yellow Stencils.

Red Feather Products, Ltd. supplies a reliable, dependable and unlimited source for all Duplicator Supplies.

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Redwood City · California

DIEBOLD

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INCREASES EFFICIENCY FOR BUSINESS

INCREASE PROFITS FOR YOU

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Cardineer has simplified and speeded up record keeping for hundreds upon hundreds of industrial firms, banks, stores, and offices of all types. A slight pull on the hand ring brings any record instantly to hand—saves time—saves space—cuts costs. Cardineer is offered in four models, housing from 1,500 to 15,000 cards. Available for immediate delivery. Whatever your record-keeping problem, one or more of the Diebold systems will handle your work better—in less time—at lower cost.

DIEBOLD, INCORPORATED, CANTON 2, OHIO

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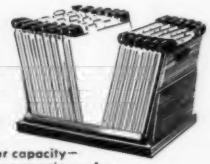
Cardineer — Rotary Visible File
Tra-Dex — Vertical Visible Tray
V-28 — Posting Tray
Fibre Stak — Storage Files
*Safes
*Vault Doors
**Receding Door Safes
**Electric Rekordesk Files
**One Hour Insulated Files
**Insulated Utility Chests
**Money Chests
**Steel Storage Files
**Reveldex-Rotary Reference File
**Reference Panels
**Holdup Equipment
***Flex-Site — Visible Binders
***Transfer Binders

Items not marked are not restricted
*Available — restricted
**Not being built during emergency
***Certification only required

FLEX-SITE Visible Books

More valuable features — more advantages — than any other binder

V-28 Posting Tray

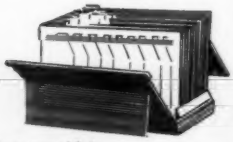


Larger capacity — easier operation — for faster machine posting.

FIBRE-STAK Storage Files

Available now — in letter, legal, check, invoice and other sizes.

TRA-DEX Vertical Visible Tray



Three-way visible margins provide faster reference — faster posting

DOES YOUR OFFICE EVER LOOK LIKE THIS?

If you are convinced that gremlins are doing most of the work in your office, or if you are plagued by missing personnel, ask your office supply dealer about time-saving Justrite office products.

He'll be glad to furnish you with the booklet, "101 Office Short Cuts," which tells how to obtain a maximum of output with a minimum of office personnel. Should his supply of booklets be exhausted, please use the coupon to get your copy.

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Louis Melind Company
362 W. Chicago Avenue
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GENTLEMEN:

Please send me a free copy of the 20 page booklet "101 Office Short Cuts."

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BY .....

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HISTORY WILL REPEAT...

As "Y and E" pioneered in the designing and manufacture of Filing Cabinets just so they pioneered the efficiency, durability and attractive appearance of office desks.

1889—"Y and E" built one of the first steel desks ever made. Note from the illustration how closely it followed the pigeonhole roll top type of that time.

1912—"Y and E" built their first wood desk (the *"Y and E" Efficiency Desk*), a result of years of study as to just what a busy executive needed. It was based on a new concept—that a modern desk was a combination of efficient files, of materials of help to a busy executive and a convenient office work bench.

The perfection of this desk proved to be one of the greatest progressive steps ever made in the office equipment field. It led to the elimination of the roll top pigeonhole type of desk with the hard-to-use drawers.

1924—The wide spread success of the "Y and E" wood efficiency desk led to its fabrication in steel.

This early *"Y and E" Efficiency Steel Desk* had many advantages over the wood. It was fire resisting . . . less hazardous to clothing and person . . . unaffected by climate . . . easier to keep clean.

1930—("Y and E" Fiftieth Year) saw the further development of the eight leg steel desk.

1932—"Y and E" Empire Steel Efficiency Desk further improving and enlarging the line. *All corners of top and outside corners of legs were rounded* to give better appearance and greater comfort.

1938—Saw the revival of an old "Y and E" feature—The *"Suspension"* Steel Desk. As early as 1912 "Y and E" put on the market a four leg wood Efficiency Desk which met instant approval.

The *"Suspension" Steel Desk* gave the executive such advantages as all corners rounded . . . no inner legs . . . "all clear beneath" . . . wider knee space . . . and interchangeable drawers.

1940—"Y and E" *Style Master Steel Desks.* (Illustrated above). The scientific neutral-tone gray finish that reduced light absorption 30%, was an exclusive "Y and E" development now widely imitated. It was the first advance in finishes since olive green . . . A line that was truly in keeping with the trend of the times.

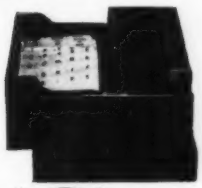
1941—December the 7th "Y and E" plant executives and employees went *all out for War Production*, and are still working to capacity to help bring the war to a close and our boys and girls home.

194(?)—HISTORY WILL REPEAT. All through "Y and E" sixty-four years of service to our distributor we have always gone forward enlarging and improving year by year. The war has taught us all many lessons, among them cooperation and determination. These lessons should make it easier and quicker to repeat and even improve on our long history of service and building of quality merchandise for those who have learned long ago to *Value the "Y and E" Franchise.*

FOREMOST FOR MORE THAN SIXTY YEARS

"Y and E" YAWMAN AND ERBE MFG. CO.

1045 JAY STREET • ROCHESTER 3, N. Y.



Rock-a-File INDEX-CARD
PATENTS APPLIED FOR
FILING CABINET

Single and double for 3 x 5, 4 x 6 and 5 x 8 standard cards. Olive green finish or genuine walnut.

Preview of tomorrow's office

MODERNLY EQUIPPED WITH

Rock-a-File

PATENTS APPLIED FOR

—the new, more convenient, *always-in-balance,* fingertip-control type of file that saves *up to 50% in floor space*—to say nothing of the office time and human energy it saves.

Once any business or professional man sees how much better this type of filing is, nothing would induce him to go back to the old, conventional, vertical, drawer-type system.

Rock-a-File eliminates the hazard of tipping. Even the most inexperienced can locate material in it almost instantly. It greatly lengthens life of folders and guides. All compartments are accessible at all times.

Better look into Rock-a-File today.

For full particulars, sizes and prices on Rock-a-File, ask your dealer.

ROCKWELL-BARNES COMPANY

Specialists to the Stationer Since 1903

35 EAST WACKER DRIVE CHICAGO 1, ILL.

FILING SUPPLIES · · · VITAL BUSINESS TOOLS *in* NERVE CENTER PLANNING

The efficiency of the office filing system is tied inseparably into every operation of business and industry. To a very great extent, filing supplies determine the time of finding needed letters, plans, and other business papers. The easy accessibility of papers essential in the planning and scheduling of vital war operations . . . in speeding production of goods for battle and civilian living . . . depends upon smooth functioning of the files.

The increased usage demanded of office filing supplies in our accelerated activities due to war, has shortened the life span of guides and folders . . . of cards and other items, so that many need replacement now. Our dealers find a continuing opportunity to serve in the completeness and standard high quality of GF filing supplies.

When men and metal are available . . . GF chairs, tables, desks and files will be built again . . . comfortable, duty-matched and functionally efficient.

The

GENERAL FIREPROOFING COMPANY

YOUNGSTOWN 1, OHIO

FREE! NEW BOOKLET shows why Quink is best, most economical ink for all office and industrial uses!

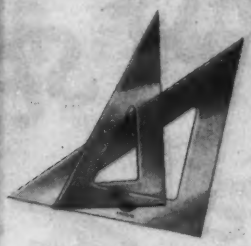
Is there really any difference in inks? Is Quink with *solv-x* more economical than other inks? . . . The answer in both cases is YES! And here's proof. This free, 4-color, illustrated booklet is an eye-opener for all whose business requires pens and ink. It shows graphically that the *solv-x* in Quink actually prevents metal corrosion and rubber rot . . . dissolves and flushes away the sediment left by other inks! Write for your free copy today. It's chock-full of quick facts, photographs, testimonials. . . . Standardize on brilliant, fast-drying Parker Quink for all types of pens, including steel pens, and for all ink uses. It costs no more than ordinary inks. . . . Seven permanent colors, including famous "Micro-film Black" Quink. Two washable colors. At all good dealers and supply houses. The Parker Pen Company, Department C, Janesville, Wisconsin.

Copr. 1944, The Parker Pen Company

PARKER QUINK *the only ink containing SOLV-X!*

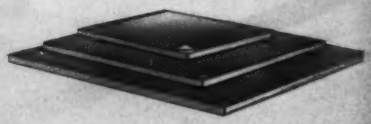
TRIANGLES • LAYOUT PADS • GUIDES • COMPASSES

"BIG-BOW" PENCIL COMPASS and DIVIDER
Adjustment for circles of 8" diameter to less than 3/16". Rigidly constructed for long, accurate service.
No. 9030 ..... $4.33



TRANSPARENT TRIANGLES
Professional grade, made of extra heavy, seasoned, clear polished celluloid. Inner edges beveled for finger lift.
No. 1749 (30°x60°) 6" to 18" $.80 $2.70
No. 1750 (45°) 4" to 18" $.50 $3.60

Adjustable Post Triangle
8" transparent triangle, adjustable from 0 to 90° angle. Secure clamping device. No. 1588 $4.00



BEST QUALITY LAYOUT PADS
Finest treated tracing media. Sheets—50 to a pad—easily removed without tearing.
No. 173AA—P.T.M. 9 x 12 ..... $1.45
No. 173B—P.T.M. 12 x 18 ..... 2.55
No. 173C—P.T.M. 18 x 24 ..... 4.50

WRICO LETTERING GUIDES
For less effort and greater speed. In wide range of heights—vertical capitals, vertical numerals or both. Prices range from $2.00 for ¼" numerals to $3.10 for ½" capitals.
Wrico Lettering Sets Also Available Including Pens

POST BEAM COMPASS
12" to 58" circles. Complete with 6, 12, and 17 inch bars, pencil part, pen part, and coupler in plush-lined case. Point is micrometer adjustable.
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Chicago	KEY. 7000	New York	WIS. 7-7678
Cincinnati	MAIN 2664	Oklahoma City	3-6306
Cleveland	CHE. 7347	Omaha	ATLANTIC 7890
Columbus	MAIN 3420	Philadelphia	LOM. 7044
Dallas	RIVERSIDE 4403	Pittsburgh	ATL. 3350
Dayton	ADAMS 9174	Portland	ATWATER 8681
Denver	MAIN 5161	St. Louis	CHESTNUT 0688
Detroit	RAN. 8483	Salt Lake City	4-7823
Ft. Wayne	ANT'Y 4142	San Diego	FRANKLIN 1344
Fort Worth	3-3244	San Francisco	DOU. 5975
Hollywd	GRANITE 4188	Seattle	MAIN 4022
Houston	CAPITOL 1233	Tampa	M-8377
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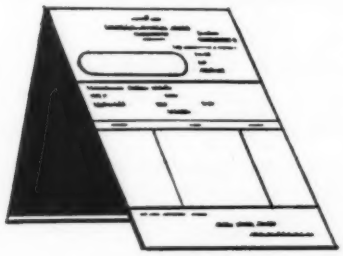
HOLDS ALL OLD TOWN EGGS!

Yes, we put all our eggs in one basket. OLD TOWN stakes its reputation on turning out only the finest ribbons and carbons—nothing else. OLD TOWN is a specialist. OLD TOWN doesn't manufacture typewriters, duplicators or other office machines. This means that OLD TOWN products are designed for all the varying models of competing office and duplicating machines, without being partial to any particular favorite.

OLD TOWN's line of carbon papers, ribbons and duplicating supplies is the result of specialized experience and specialized techniques. The efficiency of each product is constantly improved by research, assured by skilled workmanship and top-grade materials. That's why OLD TOWN is recognized as the leading manufacturer of quality ribbons and carbon papers.



DUPLI-FORMS for MULTIPLE COPIES

When you need multiple copies of office forms — invoices, production records, instruction sheets, bills of lading, etc.—set up your original form on an OLD TOWN Dupli-form—a printed master-unit. The typist fills in the Dupli-form. In a jiffy, you run off a great many permanently clear and accurate copies on your spirit or gelatin duplicator. Write for details today.

Old Town
RIBBON & CARBON CO. INC.
Foremost Makers of Ribbons and Carbons for Every Use
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Sales and Service Everywhere

MR. OFFICE MANAGER

BUY Scripto LEADS

This New, Modern Way

10 DEGREES	
2B (1) VERY SOFT	
B (1½) SOFT	
HB (2) MED. SOFT	
F (2½) FIRM	
H (3) HARD	
2H (3½) HARD	
3H (4) HARD	
4H (4½) HARD	
5H (5) HARD	
6H (5½) VERY HARD	

Your entire personnel will enjoy peak writing efficiency when you select for them a Scripto lead scientifically designed to fit the requirements of their own occupations. Study the chart shown here and you will immediately see that Scripto offers leads for every type of work. You will also want a supply of Scripto colored leads for making maps, charts and for special checking. Scripto Leads fit all mechanical pencils made to hold standard diameter (.046-inch) leads. Order them from your office supply dealers who are also ready to serve you with Scripto erasers and world famous Scripto Pencils.

CHOICE OF 17 POPULAR COLORS

Red, Dark Red, Blue, Light Blue, Special Blue, Green, Yellow, Orange, Brown, Purple, White, Silver, Heliotrope, Indelible Hard, and Indelible Medium, Blue Copying and Purple Copying.

USES FOR SCRIPTO LEADS

HB TO 2H
AUDITORS
ACCOUNTANTS
BOOKKEEPERS
CARBON COPIES
ORDER CLERKS
SALESMEN

HB TO 6H
ARCHITECTS
ENGINEERS
DRAFTSMEN

H TO 6H
PHOTOGRAPHIC
RETOUCHING

2B-B-HB
STENOGRAPHERS
SECRETARIES
GENERAL USE
V-MAIL

2B TO 6H
ARTISTS

Choice of Colors
ARTISTS
ACCOUNTANTS
MAPS
BLUEPRINTS
METAL MARKING

COPYING LEADS
FOR DUPLICATING MACHINES

Scripto Quality Leads are to mechanical pencils what good ink is to fountain pens. Identify them by the red circle on the pack

ORDER FROM YOUR OFFICE SUPPLY DEALERS

Scripto PRODUCTS

BUY WAR BONDS

SCRIPTO MANUFACTURING COMPANY · ATLANTA, GEORGIA

ENDURING SUPERIORITY

Today, as in the many years since 1881, the Tagger line, like other M & V products, continues to be made as fine as human integrity and skill can make it. Tagger typewriter and billing carbons in all weights and finishes are made to meet the most diversified and exacting requirements of every office and type of business machine—and are not only available in conventional black, blue and purple, but also in red, green, brown, yellow, orange and even white.

Tagger inked ribbons in all degrees of Inkings, are made to insure the best results and long life on typewriters, billing machines, adding machines, addressing machines and all other business equipment. They are definitely designed to serve better at the start and last so much longer, that it is a real economy to use them—both Tagger ribbons and carbons created by the M & V Guild of Craftsmen, are quality products that stubbornly refuse to wear out.

MITTAG AND VOLGER, INC.

ESTABLISHED 1881

FINE CARBON PAPERS & INKED RIBBONS · PARK RIDGE, NEW JERSEY

...for Every Office Purpose

Waterman's Inks are available in *any size* bottle you can think of—from gallons, quarts and pints to the individual 2 oz. Tip-Fill Bottles shown above.

Waterman's Inks are available for *any purpose* you can think of—from guarding your precious documents and records, to handling your ordinary, routine correspondence.

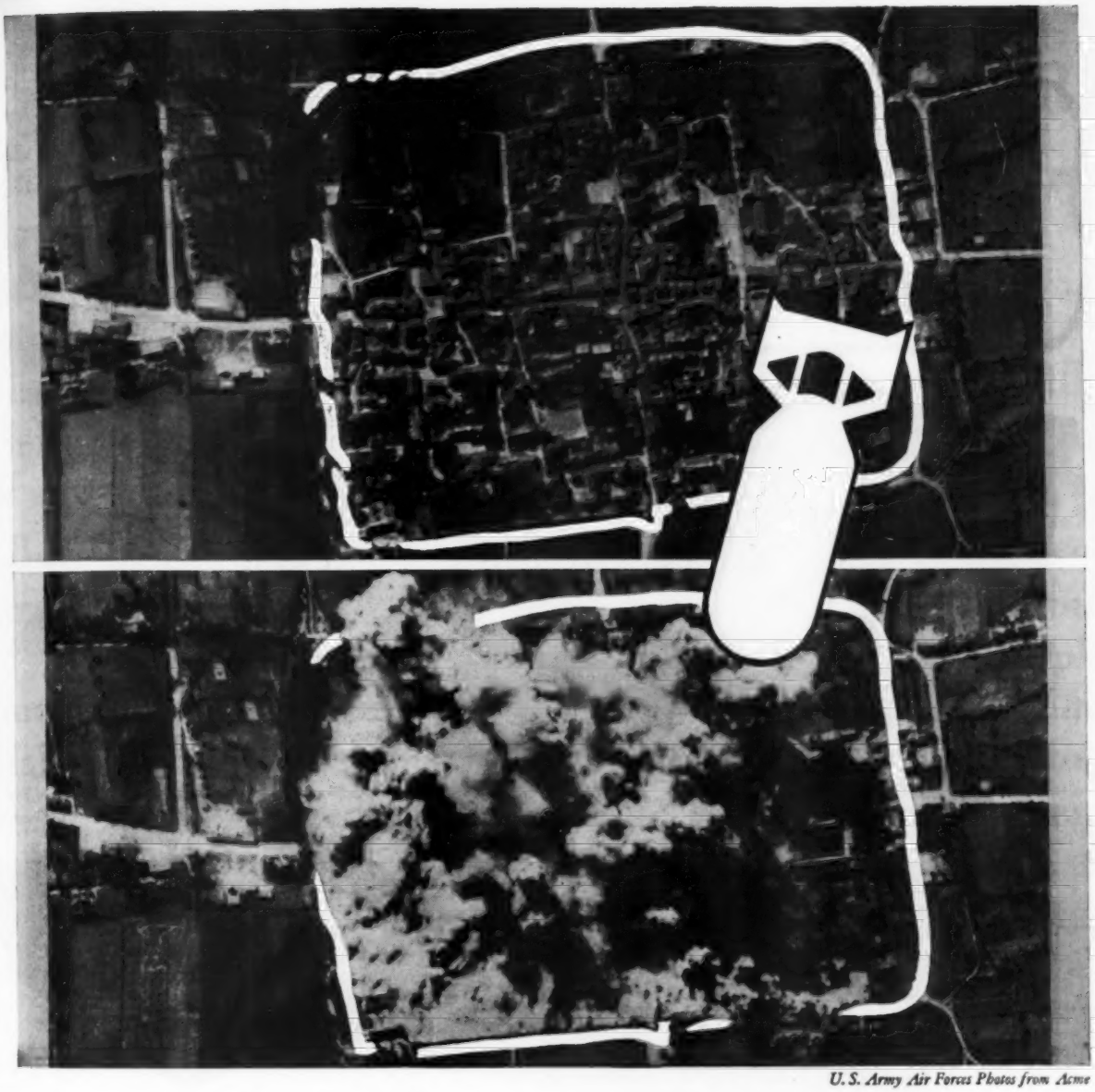
And remember this: When you buy Waterman's Inks, you're buying the largest-selling ink in the world—the ink made to a 50 year old formula famous for smooth writing and safe pen protection.

Ask your distributor for Waterman's Inks. He can supply you with 8 great colors — including Blue Black and Permanent Black, the Inks that "last as long as the paper they're written on."

L. E. WATERMAN CO., 344 Hudson Street, New York 13, N. Y.

Waterman's

The Ink that's right — on the Tip of Your Pen



U. S. Army Air Forces Photos from Acme

Right in Their Own Back Yard!

Alife, Italy, was once an Axis communications center. It isn't any more. And from the pictures above, you know why. U. S. Army B-26 Medium Bombers flew this mission and not a single hit registered outside the target area. Today, Alife is in American hands.

All very businesslike, isn't it, this neat, economical distribution of devastation? And, though no one who thinks twice would imply that some *machine* makes such precision bombing a cinch, the men who fly are grateful for such tools of their trade as the Norden Bombsight.

This highly complex mechanism (essentially a calculating machine) extracts right answers from a flock of figures representing plane speed, altitude, wind speed, air temperature, trail, and so on. By twisting knobs, the bombardier sets these figures into the computer, a mass of gears, cams, lenses, prisms, mirrors, and so forth. Operated by electric motors, the computer instantaneously answers the problem of exactly where in space a bomb must be released in order to hit the target below.

We at Victor are glad to be one of the contractors making complete Norden Bombsights for the Army. Some day, the only figures going into our machines will again be yours. We'll be ready. For your figure work will be right in *our* own back yard.

VICTOR ADDING MACHINE CO.

Conserve your adding machines by having them inspected and cleaned at regular intervals by your local Victor dealer or factory branch.

STILL WORKING WITH RIGHT ANSWERS

STYLEWRITER'S extra length means fewer ribbon changes—a saving of time for the busy secretary.

And Stylewriter's fine weave means sharper impressions, easier-to-read carbon copies—a saving of time for the busy executive.

The time-thrifty companion to Stylewriter Ribbon is Midnight Carbon. Famous for making clean, sharp copies, Midnight Carbon is surprisingly easy to handle—never curls or wrinkles. It's durable, too—it wears and wears and wears!

THE CARTER'S INK COMPANY

Boston, Massachusetts

Carbon and Ribbon Specialists

Two were good . . .

BUT THREE ARE EVEN BETTER!

In the good old days dealers all over the country flourished mightily carrying two sure-fire lines – Art Metal office equipment, designed to anticipate all office needs, and efficient Postindex Visible Files, the most modern and improved of all visible filing systems. Together they built up a large volume of substantial sales that pleased the dealer no end.

But, we reasoned, if two quality lines are good, three are better! Recently Art Metal decided to round out its services, to carry a complete line of office appliances. And so they added Wabash Filing Supplies. Since Wabash is an established line and has long been identified with rapid, economical filing, Art Metal dealers will now be able to carry three best sellers and are looking forward to a very profitable $$$ postwar business.

For further information write the Art Metal Construction Company, Jamestown, N.Y.

YOU'RE FEATURED IN BUSINESS WEEK!

Jovial Mr. Expediter, Doctor of Offices and personification of all Art Metal dealers, is continuing his sales message in your behalf. You'll find him blithely at work in our national advertising campaign in *Business Week*, making more friends and customers with every issue.

VISIBLE INDEX FILES FOR BUSINESS CONTROL
POSTINDEX

POSTINDEX VISIBLE FILES

Art Metal
Jamestown, New York
U.S.A.

ART METAL STEEL OFFICE EQUIPMENT

Wabash
FILING SUPPLIES, INC.

*WABASH FILING SUPPLIES
*a subsidiary company

1888 **Art Metal** 1944

The PENCIL of TODAY and TOMORROW

FUSE-TEX
Processed
Leads

Stronger
Last Longer
Superior
Performance

★

NATIONAL Pencils are proving their worth to more users every day making firm customers who will continue to demand the superior qualities and value of this brand.

Investigate the wide range of pencils we make for your various needs. It will pay you to standardize on them for better pencil profits. Write for samples.

THE NATIONAL PENCIL COMPANY

Shelbyville, Tenn. **220 Fifth Ave., New York**

*Most recent picture of McGillicudy caught by the candid camera as he flashed from one department to another.

THERE'S NO VACATION FOR McGILLICUDY!

Not that fellow . . . he's busier than a bird dog in an aviary, on his job as ace representative of Quality Park. "Listen," he says, "just because the picture is getting brighter, this is no time to ease up on my job, or any job (and that goes for War Bond buying too). I'm trying to see that every QP customer gets what he orders if humanly possible . . . and see that he gets it with the prompt service to which he is accustomed." So, you see, McGillicudy is right on the job for Quality Park . . . and for you. There's no vacation for McGillicudy this year. If there's any envelope information you want . . . drop him a card. He is ready with 100% co-operation to see that all dealers get their fair share of Quality Park production.

QUALITY PARK'S QUALITY LINE INCLUDES SUCH FAMILIAR NAMES AS

LEATHEROID

•

CHAMPION CLASP

•

BLUE LINE AIR MAIL

•

TWO COMPARTMENT

•

AIR WAY EXPRESS

•

BANKER'S FLAP

•

Sold through dealers only!

BUY WAR BONDS
Build Victory for Today
Build a Stronger America
for TOMORROW

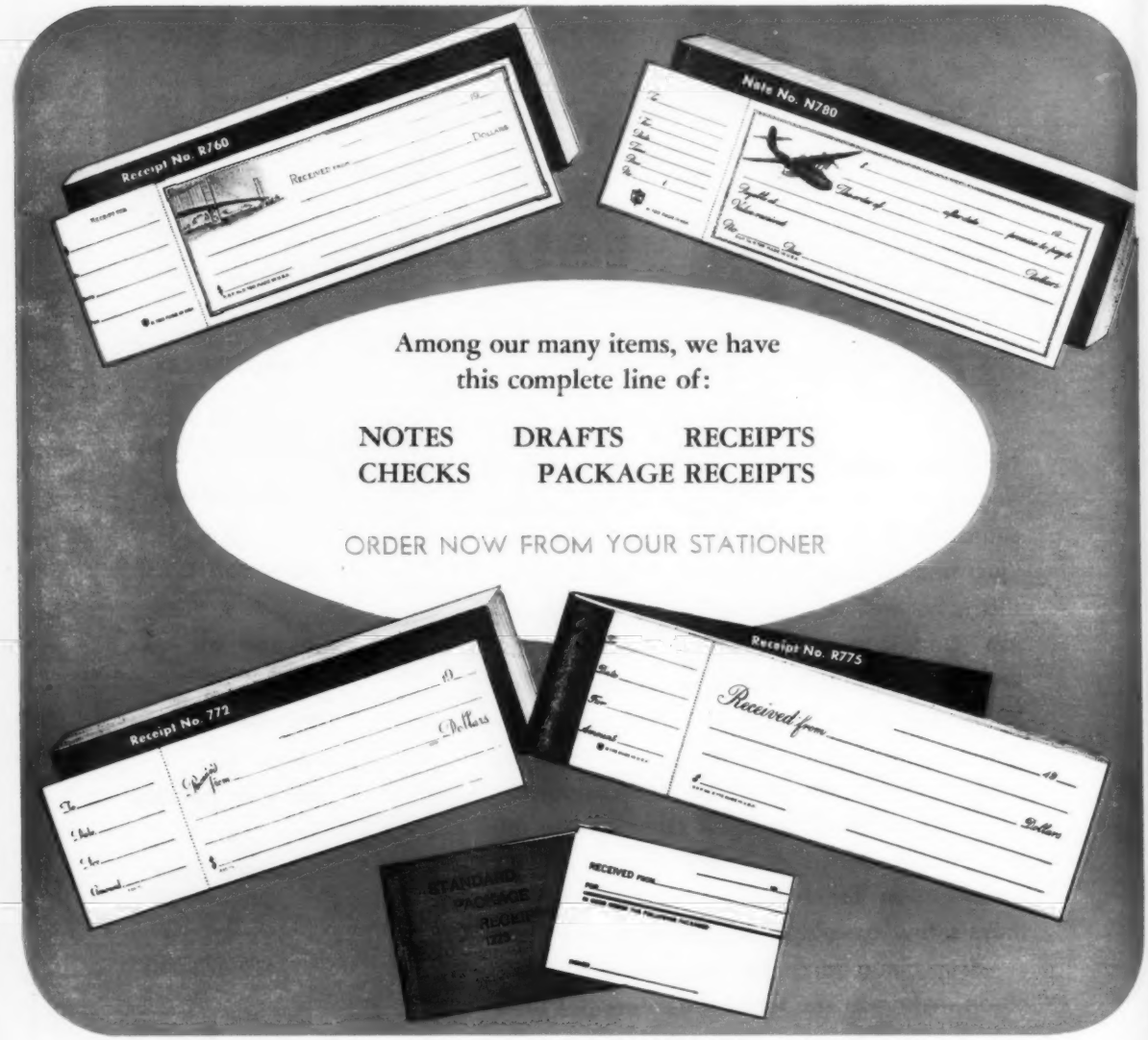
QUALITY PARK
ENVELOPE COMPANY

General Office and Factory
Quality Park
St. Paul 4, Minnesota

Chicago Office and Warehouse
564 W. Monroe Street
Chicago 6, Illinois

EXCLUSIVELY THROUGH
The Stationers of America.....

Boorum & Pease has fulfilled the record-keeping needs of American business for over a CENTURY!



FOR EVERY RECORD

B&P Boorum & Pease

A WAY TO KEEP IT!

CONSULT CATALOG 41 FOR THE COMPLETE BOORUM & PEASE LINE

ORDER FROM OUR SALESMEN DIRECTLY FROM HEADQUARTERS OR OUR BRANCH SALES OFFICES.

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BOSTON 10: 29 OTIS ST. • *ST. LOUIS 2:* 115 SO. 8TH ST. • *CHICAGO 7:* 538 S. WELLS ST.
NEW YORK CITY SALESROOM: 349 BROADWAY, NEW YORK, 13.

OFFICE EQUIPMENT Digest

Edited for PURCHASING AGENTS, CONTROLLERS & OFFICE MANAGERS

AUGUST, 1944

Volume 5 No. 8

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DON'T DELAY PLANNING AND BUYING!

★ EARLIER over-optimistic predictions of the wonders to come on the market after the war having been succeeded by over-pessimistic assertions that there will be little if any change in civilian goods when civilian manufacture is resumed, it is natural for many purchasing agents to decide on a policy of caution with respect to commitments on needed equipment and supplies.

During the war the offices of the country have undergone very heavy wear and tear without much possibility of anything being done about it except to make emergency replacements and repairs. Substitutes have had to be put into use for many an item of equipment or supply restricted by war. All this has brought about a condition which calls emphatically for quick purchasing just as soon as conditions permit.

If there is any widespread lag in the buying of office equipment and supplies as soon as they again become available, we are not only going to delay that much longer the putting of our offices into condition to meet the opportunities of the postwar, but we are going to hamper the resumption of normal activity of all those manufacturers on whose products the office is dependent. They stand ready to make the new things the office needs. Watchful waiting on the part of purchasers is not the policy which will inspire these manufacturers to productive action.

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ANDREW GEYER, INC., Publishers
260 FIFTH AVENUE
NEW YORK

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A Time Saver for Busy Executives

THIS PAGE WILL BRING YOU ANY INFORMATION YOU NEED

To get without obligation from manufacturers and other suppliers further particulars regarding any merchandise or service mentioned in this issue, whether in advertisements or news items—

1. Check the advertisements or news items in which you are interested on the list below.
2. Write your name, firm name, and address in the space provided.
3. Tear out page, put it in envelope, paste on this convenient no-postage-required address label, and mail. WE WILL DO THE REST.

ADVERTISEMENTS IN THIS ISSUE

Check advertisements regarding which you wish more information.

Page

A
—Acco Products, Inc. 44
—Ace Fastener Corp. 58
—Acme Bulletin & Directory Board Corp. 62
—Acoustor Co., The 43
—Agency Paper Co. 60
—Aigner Co., G. J. 45
—Amberg File & Index Co. 50
—American Dictating Machine Co. 43
—Art Metal Construction Co. 19
—Associated Stationers Supply Co. 59
—Autocopy, Inc. 57

B
—Bainbridge, Kimpton & Haupt, Inc. 48
—Barkley & Co., C. L. 42
—Binney & Smith Co. 47
—Blaisdell Pencil Co. 61
—Boorum & Pease 22
—Brown & Bro., Arthur 55
—Burroughs Adding Machine Co. 38

C
—Cardinell Corporation 59
—Carter's Ink Co., The 18
—Cel-U-Dex Corp. 55
—Codo Manufacturing Corp. 44
—Columbia Ribbon & Carbon Mfg. Co., Inc. 3
—Cook Co., H. C. 55
—Corry-Jamestown Mfg. Corp ..... 3rd Cover
—Cram Co., Inc., Geo. F. 53
—Cramer Posture Chair Co. 54
—Curry, Inc., Sam F. 62
—Compass Instrument Co. 61

D
—Daco Card & Index Co. 60
—Dawn Manufacturing Corp. 55
—Dennison Manufacturing Co. 51
—Diebold, Inc. 6

Page

E
—Engel Art Corners Manufacturing Co. 60
—Engineering Sales Co. 47
—Eureka Specialty Printing Co. 45

F
—Feldco Loose Leaf Corp. 50
—Fulton Specialty Printing Co. 61

G
—General Fireproofing Co. 10
—General Pencil Co. 62
—Globe-Wernicke Co. 39
—Graff Co., Geo. B. 53

H
—Hall-Welter Co. (Dawn) 55
—Heyer Corp., The ..... 4th Cover
—Hiatt-Bush Co. 54
—Higgins Ink Co., Inc. 40
—Hollywood Athletic Co. 51
—Hotchkiss Sales Co. 52
—Hyman & Sons, L. 59

I
—Inkograph Co., Inc. 59
—International Bronze Tablet Co. 62

K
—Kemprene Products Co. 46
—Koh-I-Noor Pencil Co., Inc. 41

M
—Majestic Loose Leaf Co. 62
—May Co., J. L. 57
—Melind Louis Co. 7
—Mittag & Volger, Inc. 15
—Morilla Co., The 54
—Mounties, Inc. 62

N
—Nascon Sales Corp. 53
—National Merchandising Co. 62
—National Pencil Co. 20
—Neva-Clog Products Co., Inc. ..... 2nd Cover
—New England Woodworking Co. 4

O
Page
—Old Town Ribbon & Carbon Co. 13

P
—Parker Pen Co. 11
—Plastix Co. 60
—Post Co., Frederick 12

Q
—Quality Park Envelope Co. 21

R
—Red Feather Products, Ltd. 5
—Regalia Manufacturing Co. 53
—Rite-Rite Manufacturing Co. 60
—Rockwell-Barnes Co. 9

S
—Schlegel Manufacturing Co., The 58
—Schollhorn Co., Wm. 56
—Scripto Manufacturing Co. 14
—Select Paper & Tablet Corp. 62
—Sengbusch Self-Closing Inkstand Co. 40
—Sheaffer Pen Co., W. A. 37
—Sheppard Co., The C. E. 57
—Staedtler, Inc., J. S. 60
—Stationers Loose Leaf Co. 49
—Stewart & Co., Inc., R. A. 49

T
—Technygraph, The 54

U
—United States Bronze Sign Co., Inc. 60
—United States Luggage & Leather Goods Co. 61
—Universal Office Equipment Co., Inc. 60

V
—Victor Adding Machine Co. 17

W
—Wabash Filing Supplies, Inc. 41
—Waterman Co., L. E. 16
—Write, Inc. 57

Y
—Yawman & Erbe Manufacturing Co. 8

NEW SUPPLY AND EQUIPMENT ITEMS IN THIS ISSUE

Check items regarding which you wish more information.

—Invasion Map 34
—Photo Frames 34
—Index Tabs 34
—Desk Set 34
—Salt and Dextrose Tablets 35
—New Swivel Chair 35
—New File Cabinets 35
—Picture Frames 35

YOUR NAME _____ TITLE _____

FIRM NAME _____

ADDRESS _____

Filing department, S. C. Johnson & Son, Inc., Racine, Wis.

"Frank Lloyd Wright's Prediction True" Fifth Year Verdict at Johnson Office

By Cheney Archer

★ FIVE YEARS AGO the attention of the office world was directed on Racine, Wis., where S. C. Johnson & Son, Inc., were taking possession of a new office building created for them by the famous architect Frank Lloyd Wright. The manufacturers of Johnson's wax products had given carte blanche to Mr. Wright to design for them an office which would be truly "the office of the future."

The building which Mr. Wright created and the equipment which he designed for use in it proved to be so revolutionary in character that office people all over the world were aroused to excited debate. Amid the general admiration which the new office aroused there could be detected here and there an undertone of "Oh, yes, it's wonderful—but wait and see!"

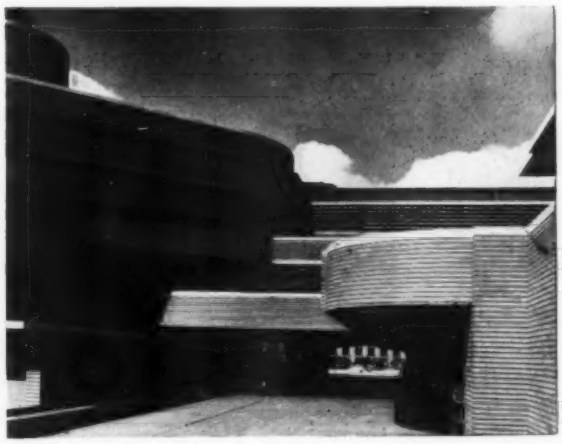
Wait and See

Well, five years have gone by—five years of heavy peace-time and war-time activity which have put the office to the severest test—and S. C. Johnson & Son are still as happy as ever regarding their offices.

Here's what David P. Davies, office manager for the company, tells OFFICE EQUIPMENT DIGEST regarding the company's experience with Mr. Wright's creation: "Everyone is still as enthusiastic about the comfort, efficiency, healthfulness, and beauty of our office building as the day we moved in. Frank Lloyd Wright, the architect, spoke truly when he said the building would be 'as inspiring a place to work in as any cathedral is to worship in.'

"One of the features of the building which has given greatest satisfaction has been the flexibility

A vista at the Johnson office building.



of departmental arrangement because of the absence of partitions in the main workroom. This was especially appreciated during the time changes were being made from peace-time to war-time operation. The equipment has also proved flexible and the Wright-designed desks have proved uncommonly convenient and practical."

Structural, heating, lighting, and equipment ideas introduced by Mr. Wright into the Johnson office for the first time have abundantly proved their worth. It would be strange indeed if they do not have an important and far-reaching effect on office design and equipment everywhere in the years just ahead of us, when a nation finished with war will find the leisure and the opportunity to give its offices the drastic modernization which the demands of war imposed on its factories.

An executive office and the directors' room at S. C. Johnson & Son building.

The Future of Women in Office Work

By Frances M. Smith

Personnel Manager, Murray Manufacturing Corporation, New York

Excerpted from her address at the recent annual Conference of the National Office Management Association

★ WE find more women employed in the white collar group than heretofore, despite the drain made by war jobs in the factories. We find women employed on very simple clerical operations as a result of job simplification. We find women taking over jobs in the office which were considered "for men only"—jobs which require high technical knowledge and jobs which carry responsibility and authority, that is, supervisory jobs.

This is what we find. But more interesting than the findings, is the question, "Are women going to stay put?" or, is the situation one which you regard as an evil of war to be borne with fortitude—a temporary measure?

Emotional attitudes on the part of men will, of course, have some influence as to whether women stay in these new found jobs. But actually, the problem doesn't boil down that simply, for the economic status of women cannot be disassociated from the total economic picture and the developments, trends, and counter-trends of the post-war world. So let's consider, for a few minutes, probable developments as they relate to women in the labor market.

Firstly, let's clear the air by stating flatly that women are not marginal workers and if you assume they are, you cannot come to any sound conclusions. Remember that in 1940, according to Department of Commerce figures, women made up one-quarter of the total labor force. Granting that some women will withdraw from the market at the cessation of hostilities, nonetheless we cannot set up two separate accounts, as it were, one for regular workers and one for emergency workers in a transitional period.

Frances M. Smith

In emergency or peace-times, there are in general three groups of women who work.

The largest group come into the market for one to ten years, that is between school and marriage; this group may be unskilled or semi-skilled.

They have not spent much time preparing or training themselves in order to obtain a job and they're not too fussy as to just what they do, provided the job meets their social standards and is not unduly unpleasant. They are not "career girls." These women are found in our factories and offices on routine operations. Whether they stay in their jobs after the war depends on their economic needs and the prevailing social attitudes of their communities. If they need to work to actually eat and live, they will stay; or if competition after the war is so intense that salaries are very attractive, that in turn will provide a motivation for women remaining in jobs in order to raise their living standards. On this latter point, I'm not saying women will remain, for while prosperous conditions provide more jobs, nonetheless during the rich twenties women withdrew from the market, while the depression years saw them entering the work world at a faster rate than previously. In other words, social attitudes pull both ways in a period of full employment. But undoubtedly, a feeling of prosperity, good morale in the economic sense, tends to persuade women to give up their jobs.

2. The second group of women who work are even more directly affected by economic conditions and social attitudes. For this is the group which finds among its members women who work to supply the deficiency in their husbands' earnings. Because standards of "deficiency" vary from paying rent to fur coats and automobiles, this group fluctuates with economic conditions.

3. The third group constitutes the professional. In this group I should like to place those women who have found themselves in positions of responsibility and authority in business as a result of being upgraded. It's my impression that these women will want to stay on their jobs

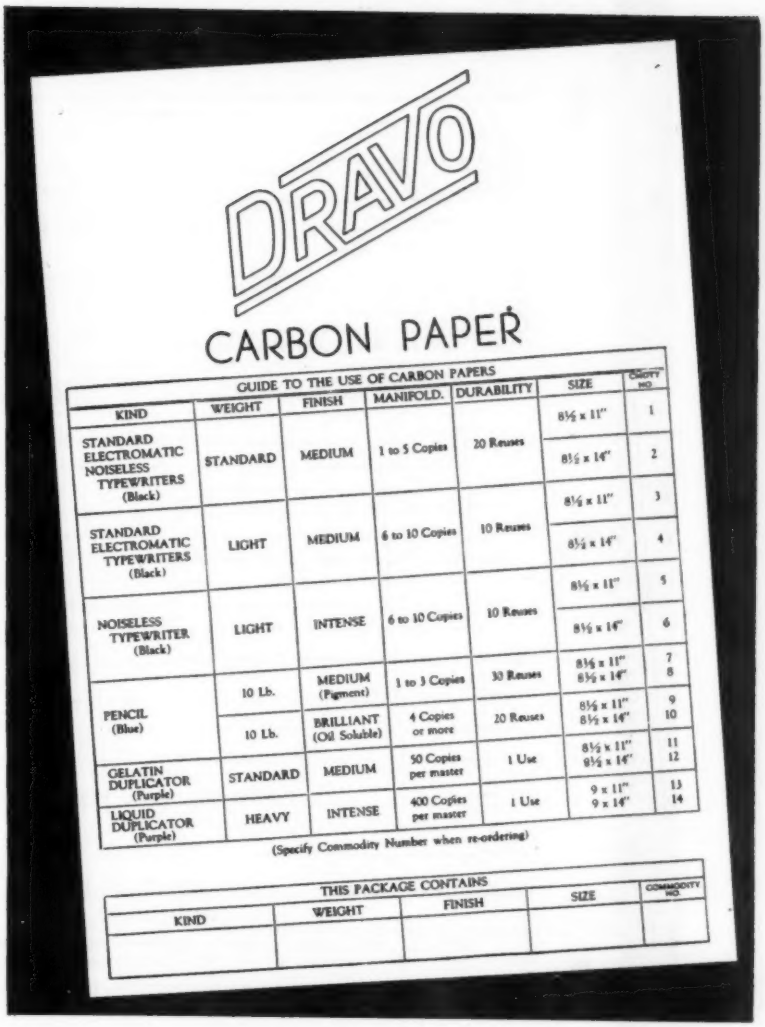
(*Turn to page* 36)

Rise of women to important office positions will influence office environment greatly. More and more offices reflect, in the color and smartness of their decoration, the presence of a new woman executive. Reception room at office of Majeska, widely known decorator, at 1 East 57th St., New York. Utilitarian monotony of usual office avoided by clever employment of decorative elements.

Conservation of Paper By Forms Control

Conservation of Carbon Paper by Standardization and Tests

By W. G. Rudge
Office Manager, Dravo Corporation
Pittsburgh, Pa.



DRAVO

CARBON PAPER

GUIDE TO THE USE OF CARBON PAPERS

KIND	WEIGHT	FINISH	MANIFOLD.	DURABILITY	SIZE	COMDTY NO.
STANDARD ELECTROMATIC NOISELESS TYPEWRITERS (Black)	STANDARD	MEDIUM	1 to 5 Copies	20 Reuses	8½ x 11"	1
					8½ x 14"	2
STANDARD ELECTROMATIC TYPEWRITERS (Black)	LIGHT	MEDIUM	6 to 10 Copies	10 Reuses	8½ x 11"	3
					8½ x 14"	4
NOISELESS TYPEWRITER (Black)	LIGHT	INTENSE	6 to 10 Copies	10 Reuses	8½ x 11"	5
					8½ x 14"	6
PENCIL (Blue)	10 Lb.	MEDIUM (Pigment)	1 to 3 Copies	30 Reuses	8½ x 11" 8½ x 14"	7 8
	10 Lb.	BRILLIANT (Oil Soluble)	4 Copies or more	20 Reuses	8½ x 11" 8½ x 14"	9 10
GELATIN DUPLICATOR (Purple)	STANDARD	MEDIUM	50 Copies per master	1 Use	8½ x 11" 8½ x 14"	11 12
LIQUID DUPLICATOR (Purple)	HEAVY	INTENSE	400 Copies per master	1 Use	9 x 11" 9 x 14"	13 14

(Specify Commodity Number when re-ordering)

THIS PACKAGE CONTAINS

KIND	WEIGHT	FINISH	SIZE	COMMODITY NO.

Envelope in which Dravo Corporation supplies carbon paper to its office workers.

★ THE company with which I am connected, like other companies, has expanded rapidly due to the war emergency. Such expansion has created numerous problems and the effect has been particularly noticeable on the following:

1. *Increased work volume*
   A heavy work flow and the necessity for speed made it imperative that short cuts be devised and particularly that standardized forms be used.
2. *Additional personnel*
   The urgent need for new employees reduced the opportunity for careful selection. All types, skilled and unskilled, presented problems involving individual differences and adjustments.
3. *Procedure changes*
   Each individual had his own ideas on his work and the type of form he believed essential for the proper conduct of his work; hence, procedures felt the effect of "whim and fancy" ideas instead of the basic needs of the job to be done. New details and changing procedures were required to keep pace with the change of construction program and the requirements for records, etc.

These problems have deep significance in an expansion from approximately 1,000 employees to approximately 16,000 employees (Engineering Works Division, Neville Island Plant) within a period of two years. This forced development, to the leveling out point on the expansion curve, found forms becoming obsolete overnight. In some cases they became obsolete while still in the hands of the printer. Requests for additional forms were swamping our Printing Department. Forms control progressed from the stage of necessity to one equivalent to self-preservation. The result of course was a clearly defined control procedure.

To be effective any procedure must be followed through. The necessity for close supervision and

* Delivered as an address at the recent National Office Managers Association annual conference.

G-98
Dravo Corporation

FORM QUESTIONNAIRE

This form questionnaire must be completed and have the necessary approvals before release to the Printing Department.

TITLE
(Make as descriptive as possible) | FORM NO.

Department used by | Monthly Consumption

Is form single or in sets? | Number to set | Number to pad | Is form punched?

How is form prepared? *(Check)*

Pen ☐ Pencil ☐ Typewriter ☐ Hectograph (Gelatin ☐ Or Liquid ☐)

Number of copies made	How often is form prepared	Daily	Wkly.	Semi-monthly	Monthly	Quarterly	Semi-Annually	Annually	As required

PLEASE SHOW BELOW DISPOSITION OF ALL COPIES OF COMPLETED FORM. IF COPIES ARE SENT OUTSIDE YOUR LOCATION DO NOT ATTEMPT TO ANSWER QUESTIONS IN LAST THREE COLUMNS.

PARTS OF FORM	COLOR	SENT TO	HOW FILED	HOW OFTEN REFERRED TO AFTER FILING	HOW LONG IS FORM KEPT
ORIGINAL					
1st. COPY					
2nd. COPY					
3rd. COPY					
4th. COPY					
5th. COPY					
6th. COPY					
7th. COPY					
8th. COPY					

Has data on the form been arranged in logical sequence? _____

Remarks or suggestions _____

Prepared by: | Phone Ext. | Approved by: | Dept. Head

Approved by: | Whs. Mgr. / Off. Mgr. | Date: | 19

(Do not write below this line)

SPECIFICATIONS

KIND	WGHT.	GRADE	COLOR	PUNCHING	PADDING	COLOR INK	COLLATE	REMARKS

Front of Dravo questionnaire to guide production of forms.

checking on work of this type made our first essential a good "Forms Man" qualified to handle this assignment. Such assignment included the use and adoption of forms, the types and grades of paper required, the necessity to keep abreast of the market trends and to discuss with and recommend to his superiors the use of new developments. This man's salary is money well spent.

The first step in the actual forms control procedure was the adoption of a Form Questionnaire. The use of this Form Questionnaire is primarily to establish the actual need for the form. All pertinent data necessary to determine this need is listed on the questionnaire or is obtained through contact with the individual or department submitting the questionnaire. Note particularly that the questionnaire must have the approval of the head of the department requesting the form, the Works Manager, or the Office Manager before it may be printed. Such approvals are requested only after the questionnaire has been studied by the Forms Man.

The Forms Man will study the form for the following points:

1. Need for the form.
2. How it is to be used, that is, within the department or inter-departmental.
3. Proper design for paper stock and printing.
4. Proper weight and type of paper required.
5. Proper weight and type of carbon required.
6. How it is to be prepared—typewriter (electric or other type), pencil, hectograph, etc.

The type of form will determine whether it is again submitted for approval after layout and development.

G-90 Dravo Corporation

Date _____

To _____

Dept. _____

The attached form, No. _____ Title _____
is being reprinted at this time.

Any changes that will increase the efficiency of the above form should be made at this time.

To expedite the printing of this form, fill in questionnaire on reverse side and return at once to:

Printing Department
Bldg. No. 9

New and Existing forms must be the smallest practical size shown in the following list:

2-3/4 x 4 1/4		8 x 10	Card stock only
3 x 5	Card stock only	8 1/2 x 11	
3-1/2 x 4-1/4		8 1/2 x 14	
3-1/2 x 8-1/2		11 x 17	
4 x 6	Card stock only	14 x 17	
4-1/4 x 5-1/2			
4-1/4 x 7		17 x 22	
4-1/4 x 11		17 x 28	
5 x 8	Card stock only		
5-1/2 x 8-1/2			
7 x 8 1/2			

The above are standard sizes which cut without waste from stock size sheets, can be filed in standard filing equipment and offer the possibility of combination printing as they are multiples of each other.

Back of Dravo form questionnaire.

The Form Questionnaire has really enabled us to establish control by:

1. Forcing our people to concentrate on the proper development of the form desired.
2. Controlling the adoption of forms.
3. Controlling the distribution of forms.
4. Planning form arrangement efficiently.

It is important to remember that every form requires someone to fill in the blank spaces. Today help is scarce, paper is scarce, so the objective is to conserve both by restricting the adoption of new forms.

We found in a number of instances that the forms that had been rejected as not necessary had been slipped into the hectograph departments for hectograph printing. This was soon brought under control and now all forms that are sent to the hectograph department must first be approved by the Forms Man or the Office Manager before being printed.

Form Review

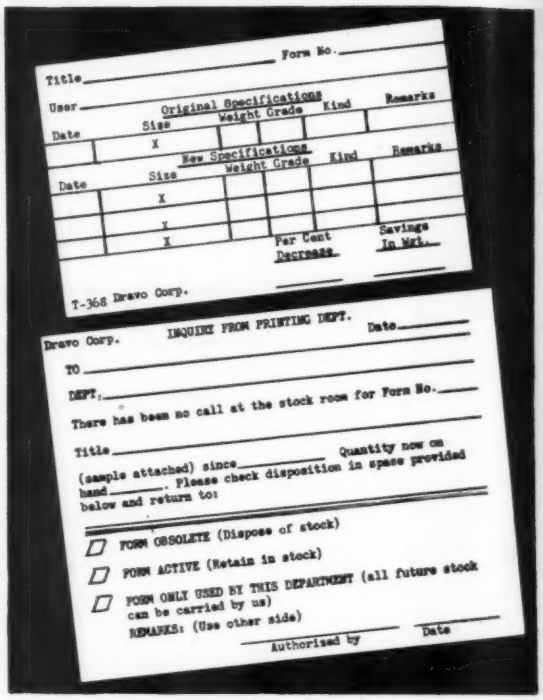
Be continually reviewing your forms and their usage. Quite frequently changes can be made to improve their usefulness by providing for additional information or better arrangement; the size of the form and the number of copies may be reduced for conserving material and time. Before reprinting an old form the Form Questionnaire and Inquiry are sent to the department using the form with a request for a review of its usage; the purpose being to bring the form up to date by incorporating any possible changes, checking on the probable reduction in number of copies

required, etc.—of course always with the hope that it will no longer be needed or, next best, that the information may be incorporated in another form, thereby making one form do the work of two. Any departments receiving copies of the form are likewise requested to review the form for any suggestion they may have, to improve the form. They may need additional information; some information on the form may no longer be required; a change in size or form arrangement may be helpful. The suggested changes are generally discussed by the Forms Man and the individual requesting the form. The changes found desirable are incorporated in a preliminary form design which is submitted to the departments concerned for further comment and approval. This procedure is not the big job nor as time consuming as it sounds. With all the facts the whole operation on an average form can be accomplished in less than an hour's time.

For Review of Forms

Form T-368 has been developed for use in connection with the review of forms. Any changes in size, weight, grades, or kind of paper are recorded on this form with a cross reference to the Stock Record of Office Supplies, our Form G-74. The information shown on this form will be incorporated in the stock record card as it applies specifically to forms.

Some time ago we reviewed the force report forms that were being used by the several Operating Departments. This review showed that about twelve different forms had certain common information although some information was peculiar to the individual department. All the information was consolidated and one form resulted. The important part of the consolidation, which we thought to be secondary at the moment, was the saving in time required by the people who were using these reports to prepare the daily, monthly, and yearly statistical records.


Title _____ Form No. _____
User _____
Original Specifications
Date | Size | Weight Grade | Kind | Remarks
New Specifications
Date | Size | Weight Grade | Kind | Remarks
Per Cent Decrease | Savings In Wgt.
T-368 Dravo Corp.

Dravo Corp. INQUIRY FROM PRINTING DEPT. Date _____
TO _____
DEPT. _____
There has been no call at the stock room for Form No. _____
Title _____
(sample attached) since _____ Quantity now on hand _____. Please check disposition in space provided below and return to:
☐ FORM OBSOLETE (Dispose of stock)
☐ FORM ACTIVE (Retain in stock)
☐ FORM ONLY USED BY THIS DEPARTMENT (all future stock can be carried by us)
REMARKS: (Use other side)
Authorized by _____ Date _____

At top, Dravo's useful Form T-368. Below, printing department query form.

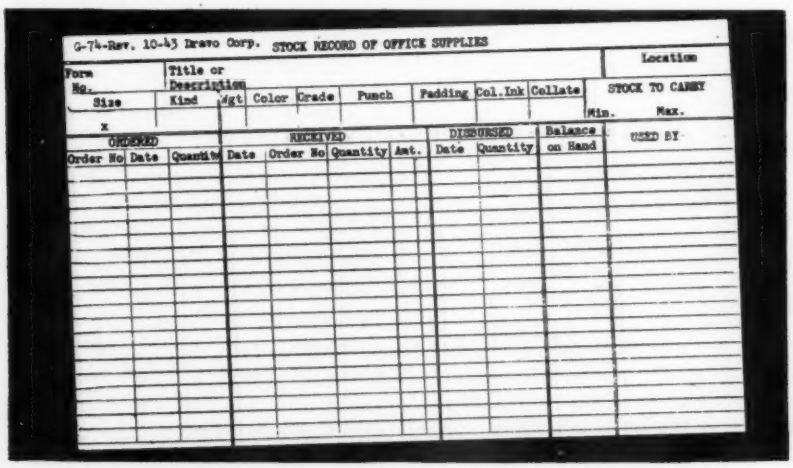
Flow Charts

Occasionally, where a form may require considerable study either when preparing a new form or revising an old one, it is helpful to prepare a flow chart.

A flow chart is nothing more than a schematic arrangement of the flow of information from source to destination. In developing the information for the Form Questionnaire we frequently use form flow charts.

(*Turn to page* 46)

Office supplies stock record used by Dravo Corporation (Form G-74)


G-74-Rev. 10-43 Dravo Corp. STOCK RECORD OF OFFICE SUPPLIES
Form No. | Title or Description | Location
Size | Kind | Wgt | Color | Grade | Punch | Padding | Col. Ink | Collate | STOCK TO CARRY Min. Max.
x
ORDERED: Order No | Date | Quantity
RECEIVED: Date | Order No | Quantity | Amt.
DISBURSED: Date | Quantity
Balance on Hand
USED BY

According to Washington

The latest developments of interest

Office space declared sufficient

★ THE PRESENT SUPPLY of office space is sufficient to meet ordinary demands for both Government and civilian use, members of the Office and Loft Buildings Industry Advisory Committee told government officials at a recent meeting in Washington.

No substantial increase in the demand for office space is expected, the committee was told. An Army representative at the meeting told the committee that the War Department is disposing of space instead of acquiring more. The Navy's total office space requirements are stationary at present, according to its representative at the meeting. In some areas the Navy Department is disposing of office space while in other areas it is acquiring more space.

The committee also discussed the necessity for an orderly and planned release of office and loft space when such space now temporarily occupied by the Army, Navy, or other governmental agencies is no longer needed. Committee members expressed the opinion that the entire office building industry will be seriously disrupted unless the release of such properties is planned and handled in an orderly manner.

Office and loft building managers need assistance in obtaining employees essential to the operation of their buildings, committee members said. The recommendation was made by the committee that the office and loft building industries be added to the list of 17 industries now regarded as essential under the Priority Manpower Plan.

In a discussion of the availability of equipment and supplies, members of the committee said that freon gas and floor scrubbing machines are their main problem. The limited supply of freon gas available for civilian use is being used for food preservation purposes and in industrial plants producing war goods, the committee was told.

The supply of floor scrubbing machines now being made is not even sufficient to meet the needs of the armed forces and war production plants, a WPB representative said. However, repair parts and small replacement parts such as brushes are available in sufficient quantities.

No large-scale production of metal furniture

★ NO LARGE-SCALE production of metal office furniture can be permitted until the necessary facilities, materials, and manpower are no longer required for war production, the General Metal Office Furniture and the Shelving and Locker Industry Advisory Committees were informed by WPB at their recent meetings.

Emphasis must continue to be placed on military production, WPB pointed out. However, under some conditions and in certain areas where materials, power and facilities are available and where no interference with war production will result, the resumption of civilian production will be permitted. Consequently, it will not be possible for all manufacturers in each industry to resume production at the same time.

A recommendation to change the classification of general metal office furniture and shelving and lockers from Class A products to Class B products under the Controlled Materials Plan was made by the committees. This change would permit manufacturers to receive allotments of materials and to produce in advance of receipt of preferred orders.

Reporting on the steel situation, government officials said that the large munitions program has caused a shortage of steel plates and that the situation is not expected to improve in the near future. Cold strip steel and hot strip coils are reported not quite as tight as steel plate.

Applications for permission to use frozen or idle steel inventories in plants or to acquire material declared idle and excess will be considered by WPB.

ABOVE:

AN INVASION MAP OF FRANCE is the timely new item offered by the George F. Cram Co., Inc., 730 E. Washington St., Indianapolis 7, Ind. This new special edition is 40 x 48 inches, with a scale of sixteen miles to the inch. It was originally published and sold in France, shows every name place anybody wants to find, is fully indexed, and handsomely printed in seven colors. Priced $2 for paper sheet rolled and tubed; $5, cloth backed with rods for hanging, and $10, mounted on 1/2 inch map tack board. Available free with every map are 176 paper fighting flags.

BELOW:

TRIPLE INTEREST is aroused by this Foto-Miro designed by Worthington. The genuine leather photo frame is made with center frame holding a 20-gauge steel mirror in the center which will deflect even .45 caliber bullets. It is designed to fit all uniform breast pockets. The Foto-Miro holds two pictures up to 3 1/4x4 1/4 inches and the steel mirror is of use to service men for shaving and personal care. Behind each mirror is an acetate window in order that civilian purchasers may remove the mirror and use the frame for three photographs. Available from Direct Representatives, 230 Fifth Ave., New York, and Mrs. E. D. Leavitt, 1522 Merchandise Mart, Chicago.

BELOW:

AICO INSERTABLE INDEX TABS in new "Handy-Pak" to retail at 10 cents are proving to be popular with purchasing agents for the small business offices and the school trade, it is claimed by G. J. Aigner Co., 503 S. Jefferson St., Chicago. The package contains six one-inch AICO insertable tubular edge index tabs in different colors.

ABOVE:

THIS HANDSOME DESK SET in hand-carved maple with walnut finish contains a desk pad, rocker blotter, letter opener, calendar and letter rack, makes a luxurious unit that blends harmoniously with all desks and room furnishings. Made to retail at $20 per basic set ready for any well dressed office desk. Additional pieces available to match are photo frames, pipe holder book-ends and cigarette holders. Offered by the Stationers Specialty Co., 19 W. 21st St., New York 10, for immediate delivery.

RIGHT:

ARMY-NAVY "E" AWARD TO INDUSTRIAL TAPE CORP. Speakers at the "E" Award ceremonies of Industrial Tape Corp., at New Brunswick, New Jersey, included, left to right, Lt. Col. W. L. Purcell, Army Air Corps; G. F. Smith, president; Anthony J. Sarka, Jr., who spoke for the employes; J. S. Nicholls, Jr., executive vice-president, and Comm. W. W. Slocum, U.S.N.R.

NEWS

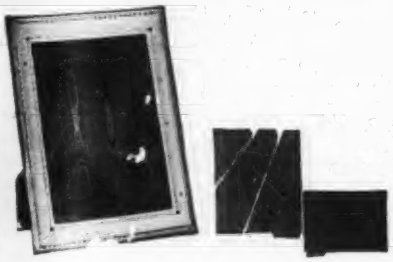
IN PICTURES

BELOW:

A NEW SWIVEL CHAIR MECHANISM has been perfected by the Gunlocke Chair Co., Wayland, N. Y. Tough, carefully selected hickory is employed for the cantilever spring, and all the smooth comfort and full tilting range of the pre-war metallic type is retained. A simple hand adjustment controls the range of tilt, and no tools are necessary for the adjustment. A wing nut beneath the seat changes the tension and regulates the tilting action. All Gunlocke swivel desk chairs incorporate this new hickory tilting mechanism together with the Whirlaway Ball Bearing Swivel.

BELOW:

THE LONG OR THE WIDE OF IT is no problem with this new leather picture frame with two-way easel back. The easel rests vertically or horizontally, and back with easel attachment slides out for quick, easy insert or change of pictures. Made of fine, smooth grain leathers with 22-karat gold tooling, and inside and back of moire, this frame accommodates an 8 x 10 inch picture. Colors are maroon, golden tan, saddle, navy and brown. From Thomas H. Gibbons & Co., 509 S. Franklin St., Chicago 7.



BELOW:

SALT-AND-DEXTROSE TABLETS named Bracers are offered by Universal Paper Products Co., 823 S. Wabash Ave., Chicago 5, and feature a self-dispensing package of 1,000 tablets to sell for $1. This, it is believed by Universal, fills a long-felt need for salt tablets in small enough quantities for the average office, store or plant, and eliminates the purchase of a separate dispenser to try the salt tablet idea out. The Bracers package, hung on a wall, designates the number of tablets to take depending on type of work done, and temperature.

BELOW:

THE FUTURE BECOMES THE PRESENT with a peek into the new Rock-A-File cabinets, made by Rockwell-Barnes Co., 35 East Wacker Dr., Chicago. A post-war development already realized, Rock-A-File cabinets and constructed to open from the side instead of vertically, thus making it practical for more than one person to use the assembly at the same time, and eliminating the hazard of tipping. The cabinet work has the character of distinctive office furniture, and savings of from 20 to 30 percent are claimed for this new-type filing design. Rock-A-File cabinets come in olive green finish or genuine walnut. In addition to standard-size files, personal index files are available in single and double sizes for standard cards.

THE FUTURE OF WOMEN IN OFFICE WORK

(*From page* 38)

regardless of economic conditions and social attitudes. Many of them for the first time have experienced complete job satisfaction, for they have been given the opportunity to use their abilities and have seen, perhaps for the first time, possibilities for limitless development and not least, they in most cases have been paid well for their efforts. Whether this group can consolidate its gains depends, of course, on post-war economic developments. But it depends, too, on the women themselves. That this group is particularly disadvantaged in competition for jobs, women should be the first to recognize. Professional women—doctors, lawyers, etc.—have always realized that the fact of being part of a minority group, as it were, imposed burdens in terms of working harder, knowing more and constantly developing.

Training

That brings me to training. I am wondering how many women in business—upgraded women, that is—have supplemented this new work experience with training? Have they formed professional groups with the purpose of exchanging ideas, acquiring new techniques and, indeed, evaluating their own development? Have they taken on professional attitudes now that they are in responsible positions? Are they, in short, ten times more effective than their nearest male competitor? I suggest that women in this group get busy and prepare to take care of themselves.

I have quite deliberately so far tried to confine my remarks to women in the post-war world. But as I said earlier, the problem cannot be disassociated from total economic developments. These developments are enormous in their implications. We have the problem of the service man returning to reclaim his job, men returning with newly acquired skills, men entering the job market for the first time. That in turn leads us to questions of seniority, transfers, downgrading, retraining, and lay-off policies. Along with these questions, we will be faced with sudden contract cancellations, retoooling to peace-time production, development of new industries and services. Consumer wants because of war-time restrictions and the depression years have created a tremendous back-log of needs along with an ability to buy. Layoffs in some industries, spirited recruiting of workers in non-manufacturing industries to replenish depleted stocks, all of these probabilities make it difficult to peer into the future with any certitude.

But if any one thing emerges from this picture of the transition and post-war period, it is the need for planning. We have only to look back to the period following the last war to see what will result if we do not make an attempt to control the situation. It was clear as early as December, 1918, that despite the fact women had not only responded to the national emergency, but had proven themselves efficient, able workers, reaction had set in. Certain leaders took the view that women who had entered the work-world during the war, should relinquish their jobs in the post-war period. This attitude was due mainly to the fear on the part of men of unemployment and the fear that wage-cuts might result because of the availability of jobs for lower-paid women who might be kept on, while returning soldiers would search in vain for work. History can and will repeat itself if management refuses to face post-war problems now.

No one can dispute, it seems to me, the urgency of thinking out the necessary steps in advance for a return to peace-time production with the least possible unemployment, or to put it another way, with a level of productivity high enough to offer a job producing goods and services to whoever wants it. The approach must be a positive one not the negative question of "who should withdraw from the labor market?" The answer to that one has always been, "Well, let's have the women go home." That brings me back to the fallacy I mentioned earlier, of assuming that women are marginal workers. If we found that in 1940, one-quarter of the labor force was made up of women and that this group was steadily increasing war or no war, we may certainly expect a larger percentage working following the war—not necessarily because they want to, but because they have to.

If you believe with me that women will not only retain their new-found jobs in the white-collar class, but in all probability increase their holdings, you cannot help but take pause as to whether this development will impose greater responsibilities on management in terms of personnel practices.

Certainly, no one here will disagree if I say that office workers are the "forgotten man" of the times. No longer is the white collar worker a member of a privileged group as in the 1890's. By virtue of simplifying office procedures to a well regulated production line, we've forgotten these workers in terms of providing job satisfaction, forgotten them in terms of wages and certainly forgotten them in terms of personnel. Undoubtedly, much of this neglect is due to the impact of the war and the emphasis on recruiting and retaining women in factory jobs. Undoubtedly too, the trend toward dilution of office as well as factory jobs will slow up after the war and again we will be hiring all-round office workers, for they are more flexible, more useful to us. This will aid us in part, in providing job-satisfaction to the office clerk, giving her more breadth of view, stimulating a greater interest in her job than is possible under a subdivision of functions. The time has come, however, when we must take a breath and apply the techniques which we have used succesfully in the plant to the office girls.

Personnel Principles

Many of us have felt for a long time the need of analyzing and codifying, if you will, the day-to-day practices we carry on in the personnel office. It is splendid if you have in your organization a personnel officer who does a bang-up job naturally or intuitively, but such individuals are rare and usually are unable to pass on to you the fruit of their successful experience in any usable form. And until we can lay a foundation of well thought-out scientific principles upon which to operate, we cannot in the strict sense, consider ourselves professional workers, nor can we hope to do more than scratch the surface of this complex field of human relationships.

What I'm leading up to is this. In the personnel office of the future, I should like to feel confident that there are personnel workers who are aware of the complicated situation they are setting up, for example, when they call a woman in for an interview, any type of interview—for a job, to settle a grievance, to ease someone out of the organization or whatever. I like to hope that the personnel worker has a good understanding of the individual differences between people—what makes them tick—not only differences in terms of physical characteristics and intelligence, but differences in environmental influence and emotional differences. I would expect the well-trained interviewer or supervisor to be able to tell me, for example, what pressures have been exerted on the worker in her home, what kind of home does she go home to, how she got along in school—not her grades but her reaction to authority, her attitudes concerning her race and religion (particularly if she is a member of a minority group, for those reactions are loaded with dynamite), the standards and ideas of her neighborhood and the influences they had on her total personality

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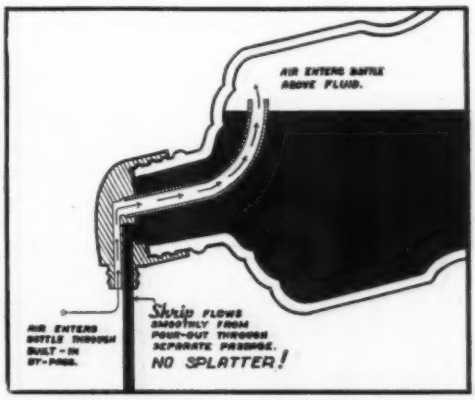

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structure. I would want to get, too, a picture of her emotional stability. Is the worker static or subject to moodswings? Is her temperament related to poor job placement, is it a deep-rooted or current mood? Knowing that behavior on a job depends on what the worker brings to the job in the way of temperament and what happens to her on the job, I would ask our model supervisor, "What are Susie's expectations on the job? Does she expect more money, is she looking for prestige or advancement beyond her capacities, or does she resent having to work at all?"

And if I were given a complete and objective picture—free from the interviewer's prejudices and bias, I probably would have a good notion not only of what was motivating the particular worker, but what were her needs and job expectations. And then I might stand some chance of seeing our interviewer make a decision, grounded on facts and not on theories. The importance of a "rational" decision need not be emphasized when we realize that industry depends on the continued efforts of workers, that we can't afford to impede progress by ignoring dissatisfied employees.

Responsibility for Teamwork

I should like to interject here that all of the foregoing implies that the interviewer will listen not only to the manifest content of the worker's remarks, but to the latent content—listen to what the worker doesn't say. Possibly, this is the most difficult part of the program, for it's been my observation that many personnel workers don't listen to anything, either manifest or latent, but rather feel impelled to give advice—a shot in the arm—and dismiss the whole affair. I'm wondering how many women have felt decidedly frustrated and muzzled after they have had a session with me? I'll leave that up to you now.

I should like to feel confident, too, that the personnel worker of the future will feel a responsibility toward engendering better teamwork among workers, a responsibility born of the awareness that collaboration between workers and between workers and management cannot be left to chance. This awareness, of course, implies a thoroughgoing knowledge of group psychology as well as the study of the individual. It implies a knowledge of the very real importance to management of the workings of informal social organizations set up by workers as opposed to the formal or technical organizations as set up by management. It implies, for example, that personnel will have a good notion of how a proposed change in a department will affect the attitudes of the group, how they will interpret the change, and how the lines of communication from management to a work group can be cleared so the message gets through "straight," that is, free of emotional blocs. This is the type of approach which opened up such tremendous vistas in 1927 when Western Electric started the Hawthorne experiment.

Similar Supervision for All

All of this may seem far afield from women in the postwar world or how to supervise women. Possibly I'm mistaken when I think that problems of supervision touch all workers in such a way that they cannot be classified as supervisory techniques for men as opposed to supervisory techniques for women. My concern is with individual differences, not differences based on sex. All people have similar motivations and the aim of getting at individuals' life-goals remains constant, though methods may differ. And when methods differ it isn't because a man or a woman is involved, but because two separate individuals are in the picture. You tell me, women cry and men swear. OK, they're frustrated for some reason, but actually the behavior is similar. They're just letting off steam. Let Susie gulp and

(Turn to page 42)

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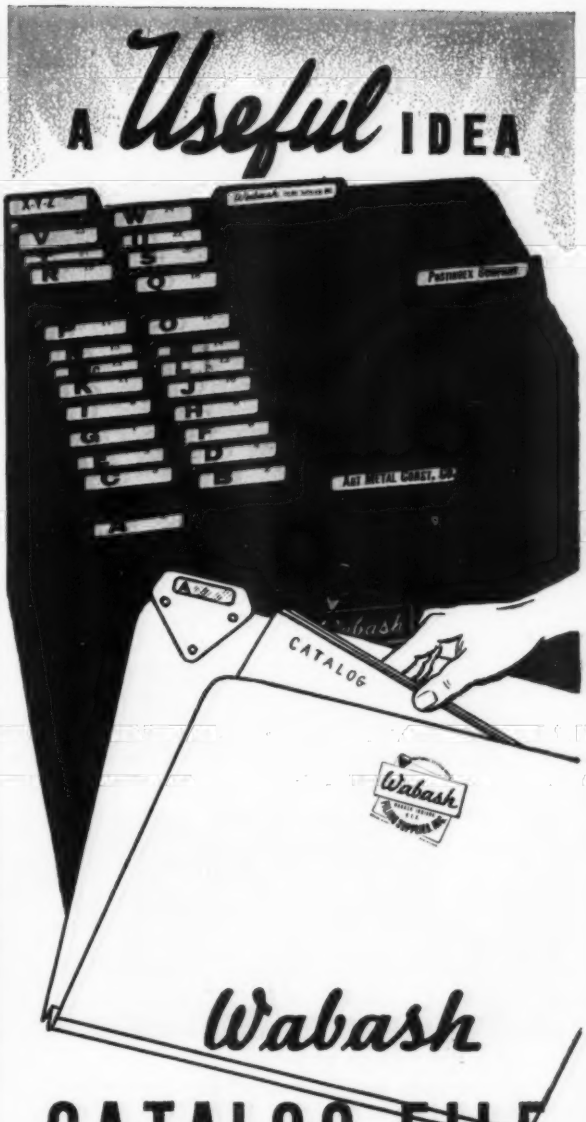

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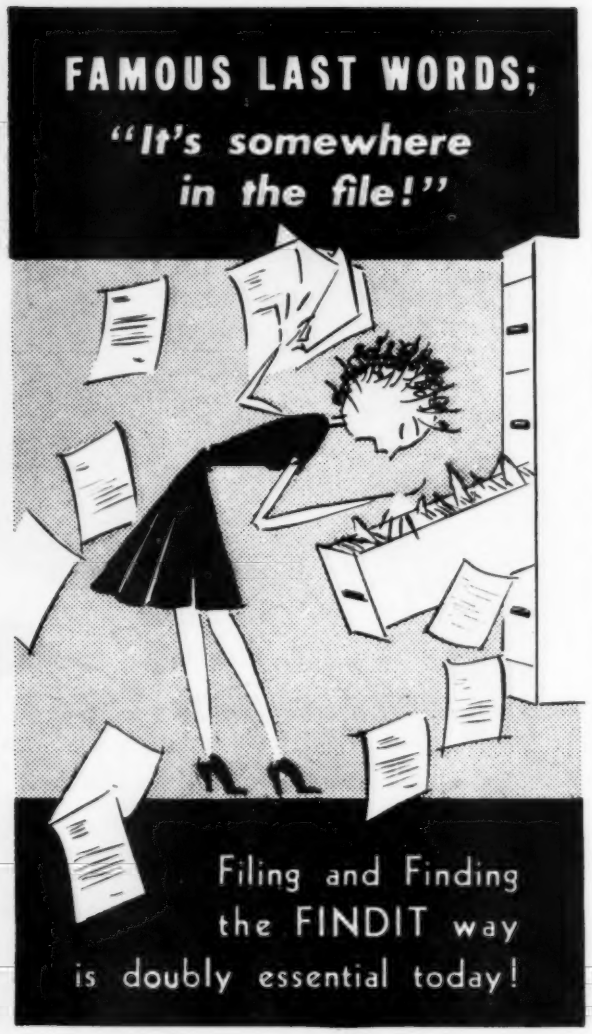

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THE FUTURE OF WOMEN

(*From page* 38)

sniffle, and let Pete tell you what a G. D. place this is to work and when it's over, in both cases, perhaps, if you listen, you can find what's agitating their souls.

In advocating this type of approach to human relations, call it clinical if you wish, it imposes two responsibilities on personnel workers: Training and more training in the use of clinical techniques and imparting these techniques to sub-supervisors. We not only need to know our own limitations, but we must help supervisors become aware of their motivations. For we can't hope to understand workers unless we understand ourselves—our own drives and prejudices—our own job expectations, as it were.

Summarizing, then, it appears that in the future we will see a development in the diagnostic approach to human relationships, not only in the handling of individual problems of supervision, but in the handling of groups of employees. Impetus will be given to this technique, no doubt, as a result of our attempting to aid veterans adjust and become an integral part of the working force. It is a method used more and more extensively in the army and men have been successfully exposed to its results. If personnel is to carry its responsibilities adequately, intensive training in the use of these techniques for personnel workers must follow. And in turn, personnel will be obliged to approach their training problems at the supervisory level with redirected emphasis.

Perhaps the answer to the problem of finding many women swelling the work force—and remember I said "perhaps"—is to so organize our work that men in business do all the important things and women the unimportant things—letting women, of course, decide what the important things are!

LaBrie Is Technical Director for Paisley

Joseph Morningstar, president of Paisley Products, Inc., 1770 Canalport Ave., Chicago 16, has announced the appointment of Laurent J. LaBrie as technical director of the Chicago and New York City plants.

LAURENT J. LA BRIE

Mr. LaBrie was formerly chief of Heavy Chemicals Unit, Office of Price Administration, serving from 1942 to 1944. Prior to his Washington position, he served as technical director of J. A. Tumbler Laboratories, Baltimore, Md., and vice-president of their Canadian subsidiary. From 1927 to 1934 he served as chief chemist and superintendent of Farboil Paint Co., Baltimore, Md.

Under his guidance the synthetic resin adhesives and thermoplastic coating divisions will be expanded and coordinated with the industrial research program of the Paisley starch and dextrine adhesive divisions.

Boynton Plant Destroyed by Fire

The entire plant and office building of Boynton & Co., makers of wood office equipment at 1725-1747 Bosworth Ave., Chicago, was destroyed by fire the night of July 9th. This was one of the worst fires Chicago has experienced this year, causing a five-alarm, and damage estimated at more than $150,000.

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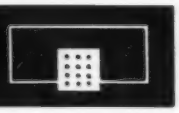

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ACCO 2-PIECE COVERS were originally intended for greater safety, neatness and flexibility in transfer and storage filing. But thousands of firms soon found them to be ideal for binding active papers in loose leaf form at low cost. Today they are being used for *both* jobs with equal satisfaction.

In both uses ACCO 2-Piece Covers have the almost unlimited capacity, the wide selection of sizes, the high standard of quality to fit them for practically any purpose in practically any business. They offer the same advantages as expensive ring and post binders without the cost.

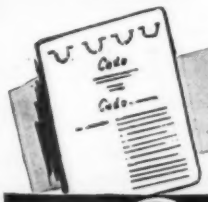
In-built quality, up-built reputation have made ACCO 2-Piece Covers—as with all ACCO Products—leaders in the field. It means something to say you use ACCO Products.

ACCO PRODUCTS, INC.
39th Ave. and 24th Street
Long Island City, N. Y.

Codo STAR PERFORMANCE

Typists who take pride in their work thrill to the new Codo CLEARTEX. The fine texture fabric, high ink concentration and extra length make possible a consistent excellence that brings compliments.

Codo SUPER-TREATED, SUPER KOTE and KEEN RITE are all headliners in giving carbon copy satisfaction. They give clean, sharp impressions for that extra number of copies. Five year guarantee against deterioration.



The famous patented "Carbon Gripper" backing sheet in every box of Codo Super-Treated, Super Kote and Keen Rite.

Codo MFG. CORP.
529 South Franklin St., Chicago
270 Lafayette St., New York
Factory: Coraopolis, Pa.

. . . WILL SAVE TIME AND MONEY IN YOUR OFFICE

Filling-in is done in a jiffy when your office workers have Eureka Utility and General Purpose labels for filing, marking, addressing, etc. They're supplied in sheet form between handy Book-Pak covers to make filling-in by hand or typewriter easier and quicker. Fine for making duplicate records too! Just slip in some carbon and make two, three or four copies at one time. And Eureka Utility and General Purpose labels *cost less!* Not only are there more labels for your money in each Book-Pak—but there's less waste from soiling, curling and spoilage. Eureka offers a size for every purpose –

EUREKA UTILITY LABELS

Perforated sheets of labels printed in red with attractive double-ruled borders.

No. 90 78 labels, 2-5/8" x 1-11/16". 10¢
No. 68 135 labels, 2-1/4" x 1-1/4". 10¢
No. 91 180 labels, 2-3/8". x 15/16". 10¢
No. 65 270 labels, 1-3/8" x 1". 10¢
No. 95 504 labels, 7/8" x 9/16". 10¢

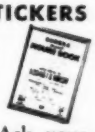
EUREKA GENERAL PURPOSE LABELS

Printed with solid bright red bleed borders, labels are die cut so that they have straight smooth edges when removed from book.

No. 1600 72 labels, 3-3/4" x 1". 15c
No. 1602 40 labels, 4" x 1-7/8". 15¢
No. 1603 30 labels, 4" x 2-1/2". 15¢

EUREKA ALPHABET AND FIGURE STICKERS

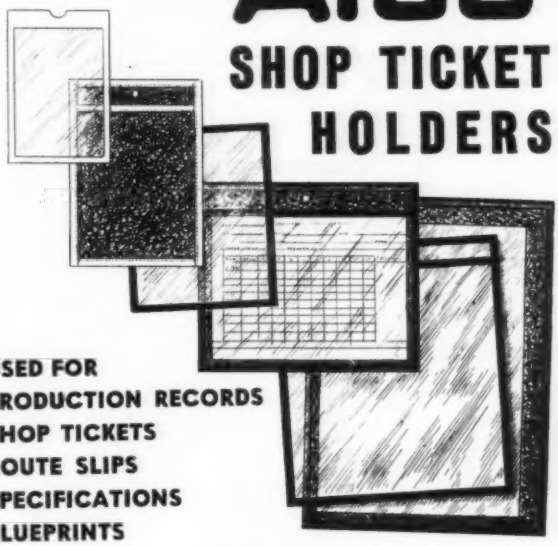
Ask your dealer to show you these books of Alphabet and Figure stickers that have a multitude of uses in a busy office. Sold by the sheet or book.



Don't forget! Save time! Save money! Ask your dealer for Eureka Utility and General Purpose labels in Book-Pak form.

EUREKA SPECIALTY PRINTING CO.
Sales Department, Stationery Division
11 West 42nd Street, New York 18, N. Y.

THERE'S A *LARGE DEMAND* FOR AICO SHOP TICKET HOLDERS



USED FOR
PRODUCTION RECORDS
SHOP TICKETS
ROUTE SLIPS
SPECIFICATIONS
BLUEPRINTS

These AICO Shop Ticket Holders are used or should be used in practically every industrial plant, wherever specifications, drawings, written forms of any kind, must accompany a job or shipment through the plant.

With its transparent sides it protects these drawings or forms from dirt and grease, keeping them legible, and helping eliminate errors and lost time.

AICO Shop Ticket Holders are sold only through stationers. Order the AICO Shop Ticket Holder Sample Kit today!

Order this Sample Kit

8 different sizes of AICO Shop Ticket Holders from 4" x 6" to 17" x 22"—the perfect sample kit and sales help. Use it to bring in this extra business. Only $2.00 Net. Mail the coupon today!

AICO PRODUCTS
AICO-GRIP TABBING
LOOSE LEAF INDEXES
DESK PADS and ACCESSORIES
SHOP TICKET HOLDERS

G. J. Aigner Company
503 S. JEFFERSON ST., CHICAGO, ILL.
WORLD'S LEADING MANUFACTURERS OF INDEXES AND INDEX TABBING

MAIL THIS COUPON

G. J. Aigner Company,
Dept. G. T., 503 S. Jefferson St.
Chicago 7, Illinois

Please ship and bill me for _____ AICO Shop Ticket holder. Sample Kits at $2.00 each net.

Name _____
Address _____
City _____ State _____

Kemprene
RUBBEROID CEMENT
A non-inflammable Universal Adhesive

TRADE MARK REG

It's an amazing story, because Kemprene can be used in any home or office where rubber cement was used before.

FOR TODAY Its scientifically formulated base contains no war-critical materials and complies fully with W. P. B. restriction orders.

FOR TOMORROW Its safe★ secret formula provides a NEW adhesive, more modern than similar pre-war products, such as pastes, glues, and paper cements.

FOR YOU Kemprene is available NOW and its national popularity means continued turnover for years to come. Available in 4-ounce, dispenser bottle (as illustrated), pints, gallons and Thinner.

Dealers write today for complete information, price lists, window displays, envelope stuffers and salesmen's catalog sheets, to

KEMPRENE PRODUCTS COMPANY
WEIGHTMAN BUILDING · PHILADELPHIA 2, PENNSYLVANIA

CONSERVING PAPER AND CARBON PAPER

(*From page* 32)

The flow chart procedure is:

1. Determine the number of people or departments that require the information.
2. Determine when they require it—that is, date and time.
3. Determine the reference frequency and use of the form for information contained thereon. This determination will quite frequently tell you whether the form may be passed on to another department thus eliminating the need for another copy.

These flow charts will frequently disclose some interesting facts. Recently we applied the flow chart principle to a form and found that by rescheduling the receipt of the form in several departments two copies could be eliminated and savings were made in:

1. Paper.
2. Carbon paper.
3. Typist's time in handling and mailing.
4. Handling in the inter-office mail system.

Stock Control for Forms

To control the stock of forms printed as well as to automatically start the reprinting of forms for replenishing stock we have adopted the use of the card Form G-74. This control card prevents over or under stocking by maintaining a maximum stock; gets reprinting under way before the stock is depleted and provides very valuable usage information which is employed in conection with the card Form T-368 previously mentioned for paper weight savings.

The expansion of the use of a form to other departments is quickly reflected on the card. This provides the Printing Department with advance notice of changes in use which will start the Forms Man to checking. If the usage is found to be proper, then the Printing Department has advance notice of an earlier stock replacement and can get proper stock ordered in time to meet the printing date.

We have adopted a set of standards for all size forms to obtain maximum paper area without waste from the standard stock sheets and for uniformity in filing in both drawer type files and binders.

We frequently find from our stock records that forms are not being used and where such a condition applies for a period of several months' time an "Inquiry from Printing Department" is sent to the department which originally requested the form, to determine its status.

As a result of such an inquiry it occasionally develops that a procedure has been changed within the department that has eliminated the need for the form. By the use of this inquiry we then are able to divert obsolete forms to other uses, either for reprinting on the reverse side or for use as scratch paper, depending upon the original form layout.

Conservation of Carbon Paper

We have just recently completed tests on carbon papers. Seven different manufacturers and twenty-eight types of various weights and finishes of paper were included in the tests. These tests consisted of:

1. The manifolding properties, using up to five copies as one base, and six to ten copies as another base.
2. The density of brilliance of the typed copies, recognizing that the required carbon finish is determined somewhat by the touch of the typist or the type of machine or both.
3. Re-use of carbon as determined by a carbon testing machine.

The results of these tests are as shown by the envelope marked "Dravo Carbon Paper." The tests were conducted by our Supplies Supervisor and the supervisor of our Central Stenographic Department, using the general run of Stenographic Department work for the tests.

We adopted the use of the Dravo carbon paper envelope for several reasons:

1. It provides a guide for the proper use and application of the different types and grades of carbon paper.
2. There are less sheets per envelope than come in a box, thus preventing undue waste and deterioration that follows having an excess stored in the desk.
3. It provides for standardization and eliminates some of the "wild" preferences that people will have that tend to build up an inventory. A special number known only to the Supply Room clerk identifies the type and grade of paper requested; therefore, paper is selected by actual accomplishment. The manufacturer is unknown to the user.

This arrangement is proving very satisfactory.

(*Turn to page* 48)

THE FINEST MARKING AND CHECKING CRAYON MADE!

Staonal

like all Gold Medal products, are the finest crayons of their kind. Free from grit. Indelible and waterproof, or washable, as required. Made in a wide variety of types, shapes and colors for every imaginable marking purpose.

Extensively used today in:

SHIPPING ROOMS **BOMBER PLANTS**
TANK PLANTS **SHIP YARDS**
RAILWAY SHOPS **FACTORIES**

For Marking and Shipping Boxes, Crates, Bundles, Paper Parcels, Shipping Tags; for Marking China, Glass, Tin, Metal, Textiles, Leather, Cellulose, Wet and Dry Lumber, Rubber, Paper; Oily, Wet or Dry Surfaces; for use in Bowling Alleys.

Write us if you have a special marking problem. Send for Catalogue illustrating full line of crayons, chalks, paste, water colors, etc. for commercial use.

GOLD MEDAL PRODUCTS LEAD ON MERIT

BINNEY & SMITH CO., 41 E. 42d St., New York, N. Y.

ESCO Products

Esco—Symbol of Superiority

YOU WANT THE BEST

ESCO Products make your buying job **easy.**

ESCO Products make your Draftsmen **happy.**

ESCO is the Symbol of Superiority.

ESCO Products satisfy the exacting requirements of aeroplane builders, ship builders' the schools of the nation, and hundreds of Industrial Plants.

ESCO's policy is to give the Drafting world the newest and best. Ask the expert, the Engineer, the Architect, the Draftsman, or Teacher.

ESCO's Fine Products—

Drawing Boards (many kinds)

Drawing Tables

Straightedges Triangles

Pencil Pointers Splines

Parallel Rulers (In use all over the world)

Navigators' Kits T-Squares

Stools and Benches

ESCO SCORES AGAIN

Improving and Perfecting Drafting Room Equipment has been for years the established policy of Engineering Sales Company.

In pursuance of this leadership position we announce a new adjustable straightedge for increasing the efficiency of the draftsmen and engineers using ESCO equipment. It is a simple attachment that permits quick and easy cleaning of the straightedge, resulting in clean drawings always, together with quick alignment of the straightedge to the base line of the drawing.

Our practical engineers declare: "Every man that works with a straightedge and drawing board will hail it with delight because it fills a long-felt want."

Write us for Catalog and Special Descriptive Circulars: Tables, Drawing Boards, Special Kits, T-Squares and all Drafting Room Equipment.

ENGINEERING SALES CO.

707B Clara Avenue
SHEBOYGAN, WISCONSIN

11 South LaSalle St.
Rm. 1220, CHICAGO 3, ILL.

Makers of Precision Instruments for Architects, Engineers, Draftsmen, Navigators, and the Schools of the Nation

Cash in on—
Bainbridge Fibrean

No. 2V
Height 15"
Top Diam. 12"
Bott. Diam. 10"

Popular office size strongly built waste basket, appropriate for executive and employee use.

Colors: Brown and Olive Green

No. 10 30" x 14"
No. 10V 30" x 12"

Sturdily constructed general utility basket suitable for use in lavatories and wherever towels or other waste material accumulates quickly.

Colors: Brown and Olive Green

No. C-110V
16" x 30"
18" x 30"
20" x 30"

A large capacity re-enforced basket for general industrial and commercial use — built to stand rough usage.
Also mounted on wheels.

Colors: Brown and Olive Green

[illegible] BASKETS BUILT AND PRICED FOR USER SATISFACTION
Write for prices and description of other numbers

Bainbridge Fibrean
THE BASKET KNOWN TO A CONTINENT
Distributed by
BAINBRIDGE, KIMPTON & HAUPT, Inc.
218 Greenwich St. New York 8, N. Y.

CONSERVING PAPER AND CARBON PAPER

(*From page* 46)

Conservation Under Limitation Order 241

This limitation order compels the user to concentrate on the saving of paper if he intends to prepare and maintain records during the latter part of the year. We are just as responsible for this Order 241 as is the war. We have not been doing the right job. In all probability this order will force us to do some of the things we didn't believe could be done.

Form 368 previously mentioned under "Forms Review" provides a record by which we are able to determine the weight savings of paper. The limitation order forced us to concentrate on the conservation of paper weight. On the re-ordering of forms for March our record showed that a saving in paper weight of 41 per cent was accomplished and for April a saving of 39 per cent or an average saving of 40 per cent for the two months. This weight reduction has resulted from the use of lighter paper stock and smaller size forms. In several cases we had to substitute a rag content paper to obtain durability because of the handling the form received.

We are, for conservation purposes, at the present time:

1. Preparing samples of half size (8½ x 5½) inter-office letter heads.
2. Discussing the practical aspects of writing on both sides of tissue copy sheets.
3. Considering typing an extra copy of any letter that requires a reply, which copy will be sent to the addressee along with the original. He in turn will write his reply on the reverse side of the letter and return to the sender. This procedure will require only three sheets of paper whereas, in the normal course of correspondence, four sheets would be used.

There are probably many other ideas being used by some of you. I would be interested in learning of these.

The control of the use of hectograph paper presented quite a problem. The general inclination is that since the letter or instruction is being hectographed it is a simple matter to run off another copy. We are studying this control along the following lines:

1. Circulation lists of names are prepared. These lists are attached to a letter and passed from person to person rather than issuing a separate letter to each individual. This letter finally reaches the central file where it is available for reference.
2. Using single spacing on all work except for paragraph breaks.
3. Using both sides of the paper.
4. Properly instructing operators to eliminate waste of paper resulting from improper handling of the machine.
5. Using half sheets where letter will permit.
6. Using good hectograph masters to obtain required density for proper reproduction and maximum copies.
7. Proper location of the letter on the master to obtain maximum writing area.

To keep our people ever aware of the conservation program we are using the following reminder:

> "The size, weight, grade, and color of paper in this package is controlled by National Defense requirements. Conservation by you will eliminate interruption of production.
>
> Dravo Corporation."

This reminder is stamped on the outside of every package of stationery distributed by our Supplies Department. We believe that this is helping our conservation program.

This forced conservation should teach us much. What the post-war period has in store is something we do not know but if by saving money and materials we will be in a better position to meet that period we are getting the right start by being forced to conserve. This war is your bill and mine—your company and mine are doing equally as big a job for the war program. Conservation now is necessary; the lessons learned should be "good management" in the future.

W. G. Rudge, author of this article, recently was elected president of the Pittsburgh Chapter of the National Office Management Association

Macmillan Releases Abbreviations Dictionary

A new reference book containing unusual abbreviations as well as the common ones has been released by the Macmillan Co., 60 Fifth Ave., New York. Titled "Abbrevs (A Dictionary of Abbreviations)," the book has been compiled by H. J. Stephenson. The price is $1.75.

★

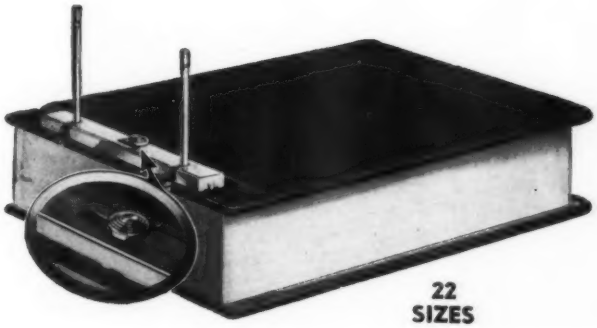
FAULTLESS

EXCELLO

THE SLOTTED LOCK BINDER . . . WITH THE DISTINCTIVE SAFETY CATCH . . .

ideal for current use or transfer for . . .

DAILY TIME SHEETS
PAY ROLL RECORDS
SHIPPING RECORDS
INVOICE COPIES
ORDER BLANKS
ETC.



22 SIZES

STATIONERS LOOSE LEAF CO.

MILWAUKEE 1, 524 N. Broadway
NEW YORK 3, 114-116 E. 13th St.

★

Stamps That Have Made Their Mark

If you want the quality, hardiness and uninterrupted service you are entitled to expect in your marking devices, be sure to ask for these models by name!

SUPERIOR
Type BAND DATERS

Entirely encased in metal for protection; perfect impressions; changeable die plates are only three of the features distinguishing Superior from ordinary daters.

TRIUMPH
Self-Inking BAND DATERS

Saves time and energy, combining in one modern unit a rubber stamp, a stamp pad and numberer (or dater). One unit, one action. Ask to see Triumphs in action.

Buy War Bonds

At Your STATIONERS *and* RUBBER STAMP MANUFACTURERS

Buy War Bonds

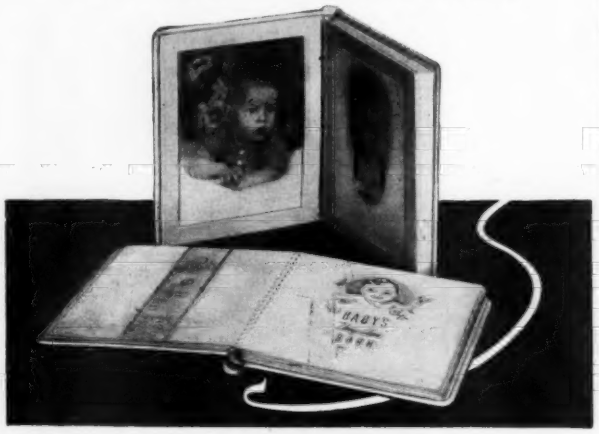
MORE BRIDES—MORE BABIES

BUY MORE

Amfile ALBUMS

Amfile Bride Book—A beautiful book in ivory colored Duraleather, plastic ring binding. Two acetate protected, facing frames followed by 4 data pages for names of bridal party, guests, gifts, etc., and plenty of blank white pages for clippings and honeymoon prints.

Nationally Advertised Prices
Size 5 x 7", $2.50 Size 8 x 10", $3.75



Amfile Baby Book—A real gift for any new mother. Attractively bound in ivory colored Duraleather with plastic rings. Two acetate protected, facing frames followed by 4 data pages (printed in pink or blue) for birth information, also blank white pages for snapshots and clippings.

Nationally Advertised Prices
Size 5 x 7", $2.50 Size 8 x 10", $3.75

PROMPT SHIPMENT. Order today. Write for new Catalog showing complete Amfile Line.

AMBERG FILE & INDEX COMPANY

Filing Specialists Since 1868
1607 DUANE BLVD., KANKAKEE, ILL.

Order Now for November and December Delivery

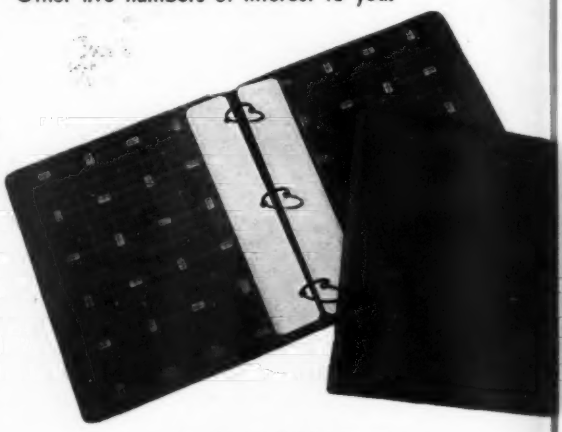
"Klassy Kase" Zipper Ring Binders

We want to help you secure these numbers for school needs particularly, but the earlier you send in your requirements the better chance of receiving the merchandise.

Feldco "Klassy Kase" Zipper Ring Binders

No. 210 for sheets 10½ x 8, 2 rings.
No. 211 for sheets 11 x 8½, 3 rings.

Have you sent in your request for our 1944 catalog? Other live numbers of interest to you.



Feldco "2200" line

Bound in olive green canvas over heavy 100 point board. Available in 4 sizes for sheets 8½ x 5½, 9½ x 6, 10½ x 8, and 11 x 8½.

Feldco "2400" line

Is available in 4 sizes for sheets 8½ x 5½, 9½ x 6, 10½ x 8, and 11 x 8½. Bound in slate blue canvas over heavy stiff 100 point boards, rounded corners.

FELDCO LOOSE LEAF CORPORATION

MAIN OFFICE AND FACTORY
116 W. ILLINOIS ST. CHICAGO 10, ILL.
New York • 25 Central Park West • Phone CO. 5-[illegible]
Pacific Coast • 744 Mission St., San Francisco • Phone Douglas [illegible]

BEFORE THAT NAME

Dennison

APPEARED ON A TAG

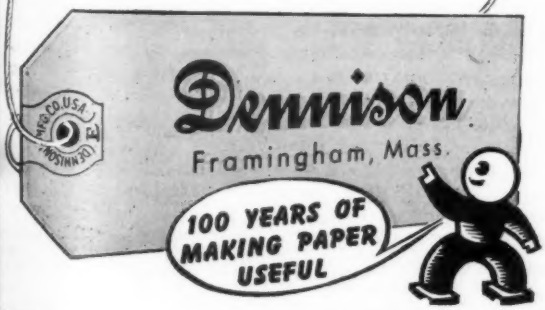
Until E. W. Dennison patented the shipping tag with the reinforced hole in 1863, most American shippers had their own "direction labels" made from left-over cardboard. Cutting them out was a rainy-day job for shop boys.

Dennison devised a paper washer, or "patch", which built up materially the pull-out strength and gave business men tags that will stay with packages from shipment to delivery.

Other essential stationery items were added rapidly to the now comprehensive Dennison line. Today, as in 1844, every product bearing the Dennison imprint can be counted upon to bear out all of the original ideals of design, quality and workmanship.

Let that name Dennison be your buying guide for Tags, Labels, Seals, Index Tabs and other stationery sundries.

AT ALL DENNISON DEALERS



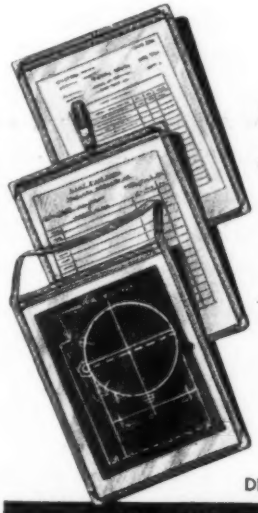
KEEP YOUR RECORDS CLEAN and SAFE IN PLASTIC ENVELOPES

STURDY—DURABLE TRANSPARENT COVERS

Designed especially to protect Documents, Blueprints, Charts and valuable Papers.

Made in two styles — open one side — open both ends. Five standard sizes:

8½ x 11
6 x 9½
5½ x 8½
4¼ x 7¼
3¾ x 6¾



PLASTIC JOB TICKET HOLDERS

Made of 7½ gauge plastic, bound on four sides with Art Leather and reinforced with metal corners. Furnished with Strap, Buckle, or Eyelet. Two sides Plastic, or one side cardboard back.

IMMEDIATE DELIVERIES

DESIRABLE JOBBER TERRITORIES OPEN

PLASTIC DIVISION
HOLLYWOOD ATHLETIC CO. 211 E. 7TH ST., LOS ANGELES 14
Kirk Hollywood Plastic Products

SEND INFORMATION AND PRICES ON THE FOLLOWING ITEMS:
PLASTIC ENVELOPES ☐ JOB TICKET HOLDERS ☐

NAME OF FIRM _____
YOUR NAME AND TITLE _____
ADDRESS _____
CITY _____ STATE _____

Hotchkiss

PIONEERS

IN ALL THAT'S BEST IN

Stapling

This slogan typifies Hotchkiss's position in the stapling industry. Founded nearly half a century ago, Hotchkiss has been in the forefront of every revolutionary development in the art of fastening things with staples.

Hotchkiss pioneered in chisel pointed staples which penetrate easier. Hotchkiss pioneered in the temporary clinch—the only clinch on a commercial desk stapler which permits papers to be unstapled without tools and broken fingernails. Hotchkiss pioneered in the new Palmfit streamlined design, exemplified in the model 101A illustrated here.

Hotchkiss pioneered in fast front loading also a feature of the Model 101A.

These superior features are some of the reasons why the Hotchkiss output is devoted 100 per cent to war uses.

Hotchkiss Products are distributed
by leading Stationers everywhere—

THE HOTCHKISS SALES CO.
NORWALK, CONN. U. S. A.
Department W

Scotch Cellulose Tape Promotions and Transfers Are Made

J. A. Borden, general sales manager of Scotch Tape Division of the Minnesota Mining and Manufacturing Co., St. Paul, Minn., announces the following promotions and transfers:

W. E. Zimmerman is appointed sales manager in the St. Paul division.

E. B. Thomson, St. Paul division sales manager, is transferred to the Pacific Coast division as sales manager.

P. W. Mereness, Pacific Coast sales manager, is transferred to Detroit division as sales manager.

A. S. Drew is appointed sales manager in the Boston division.

L. E. Tyas, acting sales manager in the Cincinnati division for the past year, is appointed sales manager of that division.

W. E. Zimmerman

E. B. Thomson

P. W. Mereness

A. S. Drew

L. E. Tyas

Smith-Corona Plans Simplification

It has been announced by L. C. Smith & Corona Typewriter Inc., 701 E. Washington St., Syracuse, N. Y., that its line of Corona portables is going to be trimmed down to just four machines—the Silent, Sterling, Standard, and Zephyr DeLuxe. The company frankly announces that while new machines are being planned, they will not be available until some time later, and that the machines to be produced at this time are pre-war models.

Bainbridge, Kimpton & Haupt Names Vice-President

At a recent meeting of the board of directors of Bainbridge, Kimpton & Haupt, Inc., 218 Greenwich St., New York, Edward F. Rapp was selected vice-president of the company to fill the vacancy caused by the death of William H. Wallace.

Coming to the company in 1907 and serving in various departments with marked success, Mr. Rapp has been for many years an outstanding member of the company sales staff. He has served as a member of the corporation board of directors for the past three years.

In addition to his activities with Bainbridge, Kimpton & Haupt, Inc., Mr. Rapp has taken a prominent part in the affairs of his home community. For over twenty years a member of the board of education in Woodridge, N. J., he has also been active in the Masonic Club of Woodridge and in other local organizations.

Nascon DUODEX

This handsome vest-pocket or purse size piece for which the demand last year far exceeded the supply, is now available again in fine imitation and genuine leathers. Included in the Nascon Duodex is a removable, wire-o bound, gold edged, alphabetical address and telephone section; a removable, gold edged, perforated memo pad and a pocket for calling cards. For complete information on this and the other popular Nascon numbers send for the full-color Nascon catalog today!

NASCON SALES CORPORATION
60 E. 42nd Street — New York 17, N. Y.

RIGHT TO THE POINT

New plastic heads . . . uniform colors . . . lighter weight. Needle sharp points. RIGHT throughout.

George B. Graff Company
68A Washburn Ave., Cambridge 40, Mass.

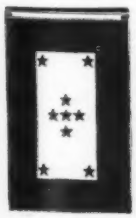
Graffco SIGNALS and MAPTACKS

Two Real Morale Builders

Most business enterprises are using Service Plaques and Flags. Write for price list today.

Roll of Honor

Permanent Service Plaques for offices, factories, churches, schools, etc. Beautiful walnut plaques, with individual gold-bordered name plates, and names in silver. Most beautiful plaques on the market. Write for wholesale price list today.



Official SERVICE FLAGS

Sizes and prices to suit all types of business, from largest to smallest. Immediate deliveries in both standard sizes and made to order. Priced to make you splendid profits. Send for illustrated dealer catalogue and price list.

Also—U. S., Christian, Papal, and Allied Flags. Write us.

REGALIA MFG. CO., Dept. T, Rock Island, Ill.

Cram's Global War Atlas

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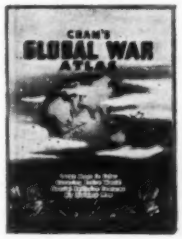

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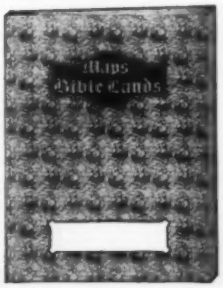

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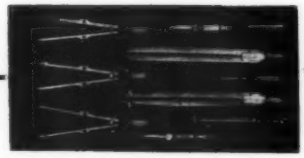

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No office has even *begun* to exhaust their myriad uses. Attached to file cards and ledger sheets, they segregate many classifications of data for instant use, facts it would otherwise take days to assemble. With the present paper work overload, their possibilities are legion. Explain them to your customers, using cards of actual samples (free on request).

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NEVER let down OUR QUALITY

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When war-time demands rose to dizzy heights, Error-No decided to sacrifice sales rather than let down on quality. Use of flimsy substitute materials Error-No felt would be a flimsy excuse to make sales. When Error-No resumes production soon, it will be an even finer all-steel, high quality product.

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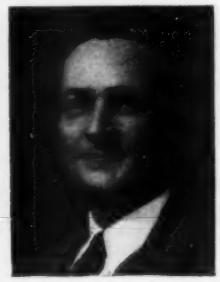
Paper Manufacturers Co. Appoints McKee

James P. McKee, upon rounding out a quarter of a century as salesman with Paper Manufacturers Co., Fifth



JAMES P. McKEE
Paper Manufacturers Co.

and Willow Sts., Philadelphia, has been promoted to the position of sales manager.

Packaging Studied by American Management Association

Among the many studies made by the American Management Association, 330 West 42nd St., New York, are recent ones covering the field of packaging. The packaging of material for overseas shipment is covered as well as many other phases.

Among the titles are "Wartime Trends in Packaging," "Case Histories in Packaging Conservation and Substitution," "Package Standardization and Simplification," "Practical Packaging Conversions," and "Science in Packaging."

U. S. Rubber Names Purchasing Director

Stanley W. MacKenzie has been appointed director of purchases of United States Rubber Co. to succeed George M. Tisdale, who recently was elected a vice-president and member of the executive committee.

Controllers Institute Reports Activities

New officers for several units of the Controllers Institute of America have been announced by the national organization.

William D. Edwards, assistant controller of the A. B. Dick Co., has been elected secretary of the Chicago Control of the Institute, Dean C. Steele, Remington Arms Co., has been elected vice-president of the Bridgeport Control, Joseph A. Chadbourne, vice-president and treasurer of the Old Colony Envelope Co., has been re-elected secretary-treasurer of the Springfield, Mass., Control, and Francis E. Doonan, treasurer of Hall & McChesney, Inc., has been named second vice-president of the Syracuse Control.

Recently elected to membership in the group was H. T. Hansford, general auditor of the International Business Machines Corp., New York.

"The Second Sixty" for A. B. Dick Co.

This is the title of a brochure just issued by A. B. Dick Co., 720 West Jackson Blvd., Chicago, on the occasion of its sixtieth anniversary.

"Don't plan a world for those who left it. They have ceased to exist. Plan one for those people whom you expect to occupy it."

The company took this paragraph from a letter written by a young Army flier in India, formerly a clerk, as summing up what it feels should be the guiding principles of an organization eager to participate in the world of tomorrow.

In its handsomely laid out and printed brochure the company goes on to outline briefly its history from 1884, when Albert Blake Dick hit upon the idea of stencil duplication and went on to collaborate with Thomas Edison in carrying out the idea, through the current world-wide service of Mimeograph duplicators and supplies in every phase of the war effort. In addition to providing Mimeograph products, A. B. Dick Co. has been called on to manufacture a number of other important war items.

The major portion of the booklet emphasizes the company's determination to concentrate in the future as in the past on the duplicating field, applying all the lessons the company has learned in the laboratory of war, and in this practical fashion do its part in making the country a better place for the men and women returning to peace-time activity.

Practical optimism marks the company's forecast of the future.

"It takes no mental daredevil to predict that we will have a lot of better things after this war," says the company.

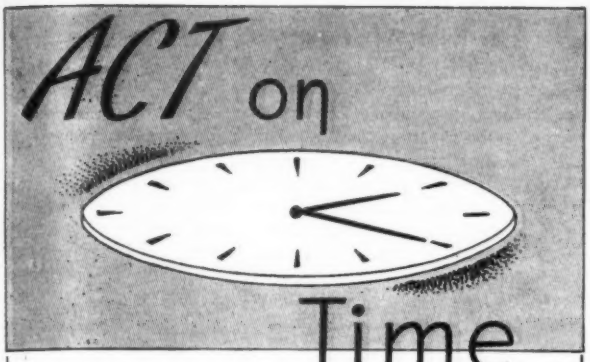
"In the glimpses, surmises, previews and forecasts of the Postwar Era, however, we are getting far too liberal doses of Jules Verne, Superman, H. G. Wells and a Penrod daydream.

"We must bring ourselves to realize chickens will still lay eggs the same old way, it will still get colder in winter, hotter in summer, an electric refrigerator will not wash the dishes in between ice cubes, pigs will continue to furnish only two hams per pig,"—and all A. B. Dick Co. can reasonably promise is that it will go on making the best duplicators and supplies it knows how to make.

Amberg Opens Merchandise Mart Showroom

Amberg File & Index Co., Kankakee, Ill., announces the opening of a permanent showroom in room 1519A in The Merchandise Mart, Chicago. Charles Krown will be the representative in charge of the display which includes Amfile products and Krown Kraft products. This line covers attractive items of fine leather, among them the new Willoweave line of albums and scrap books as well as the well-known Amfile home file.

ACT on Time



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Timely action is based on accurate knowledge of the facts accumulated in your records. The CESCO Visible Records display on their margins all vital facts for instant action—at a fraction of the cost of cabinets and trays.

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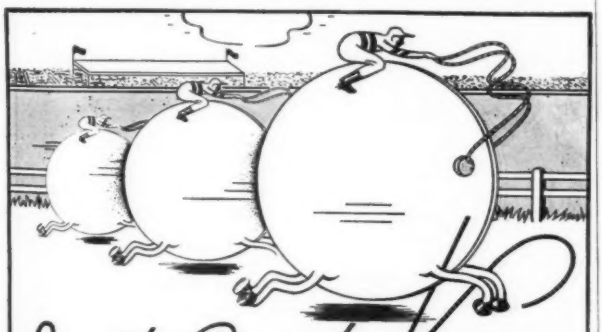

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CLEANS HANDS INSTANTLY!

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6 oz. tubes
½ lb. cans
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Quick, effective, pleasant—enjoys enthusiastic approval of copy machine operators. They like its thorough, yet gentle action, its pleasant scent and the way it keeps hands soft and smooth without disturbing nail polish. It has been tested, approved and adopted for use by many large firms including Bethlehem Steel, Timken, R.C.A., Inland Steel, Crane Co. and Ryerson.

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ACE
ALL-STEEL
PRE-WAR
STAPLERS

Again, Ace is in position to put in production three of its most popular models, the Pilot, Scout and Clipper. These all-steel, pre-war machines are built by the same precision engineers and skilled workmen that have made Ace Staplers the finest money can buy. Their ruggedness, long-life and easy, dependable operation have won the confidence of those who appreciate and demand the best in stapling equipment. Shipments made to those qualifying with proper priority ratings.

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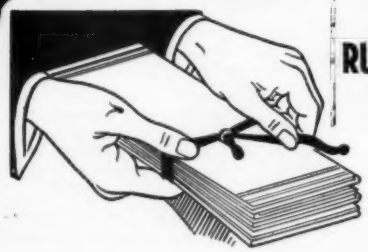
PULL FASTENERS



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Keep cancelled checks, deeds, mortgages, insurance policies, vouchers and documents neatly tied together.

PULL either end to tighten.
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PULL FASTENERS do not dry out, crack or break while in use . . . eliminate the danger of documents becoming lost or separated . . . used by Banks, Utilities, State, City, County Offices, Insurance Companies, Libraries, Railroads, Business Offices and Manufacturing Firms.

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SCHLEGEL MANUFACTURING COMPANY
277 North Goodman Street **Rochester, N. Y.**

Preview of New Furniture

At the opening of a national conference of the Wood Office Furniture Institute at the Waldorf-Astoria Hotel, New York, industry leaders were given a preview of wood office furniture to be manufactured as soon as industry reverts to peace-time manufacture.

Nearly eighteen months of research and designing resulted in the new models in wood desks and chairs, built to meet new functional and visual demands, it was stated by John Reinecke, executive secretary of the Institute.

Adjustability to height in fitting persons of different sizes, impregnation of wood, adjustable foot rests, and suspension-hung drawers are a few of the features in this furniture of tomorrow, all of which has been engineered on the basis of scientific research.

25-Year Awards Go to Two Ames Employees

Gold wrist watches were awarded to Frank L. Rissling and Henry Schnoor, upon their completion of twenty-five years of service with Ames Supply Co., Chicago. The awards were presented in appreciation of loyal and faithful service to Ames during this long period.

Mr. Rissling helped to organize the machine shop, where he was in full charge of the production of tools and other items. He now devotes most of his time to the experimental department.

Mr. Schnoor has served in several departments. His early training was under the guidance of C. M. Ames. He handles a great deal of the detail necessary to the smooth operation of the organization.

New Officers Named by Purchasing Agents

Millard W. Merrill, purchasing agent of the United States Metals Refining Co., Carteret, N. J., has been elected president of the New York Purchasing Agents Association. He succeeds Norman O. Aeby of the Johns-Manville Corp. Other new officers are David M. Meeker, Celanese Corp. of America, vice-president; Harold W. Macintosh, L. O. Koven & Brother, Inc., vice-president, and Edward B. Fielis, treasurer.

Herring-Hall-Marvin Safe Co. Names Two New Officers

Warren Mosman, who for the past twenty-five years has been associated with the safe and bank vault industry, has been elected vice-president of Herring-Hall-Marvin Safe Co.

For the past twenty-five years, Mr. Mosman has been with Diebold Safe and Lock Co., Canton, Ohio. He will be located at the Herring-Hall-Marvin main office and plant in Hamilton, Ohio.

Mr. Edward Ball of Jacksonville, Fla., has been elected president to fill the vacancy caused by the resignation of C. A. Andres, the former president, who left the company June 30th.

Columbia Announces Promotions

It has been announced by F. R. Nichols, vice-president in charge of sales, that the Columbia Ribbon Carbon Manufacturing Co., Glen Cove, N. Y., has made the following promotions and territorial assignments.

S. A. Armstrong, formerly assistant manager of the New York office, has been promoted to Chicago branch manager, replacing Carl R. Land. Mr. Land will now concentrate his efforts towards the development of the business he has established in Chicago, which is largely concerned with the Columbia Ready Master forms. Succeeding Mr. Armstrong in New York is Ed Garella, former sales supervisor in northern New Jersey, and Nigel Eason has been transferred back from the Pacific coast to cover Mr. Garella's former territory.

EUREKA CANNING LABELS

"Can" All You Can

NO. 75
ZENITH

Lithographed in Natural Colors

No. 72 General printed Green Cover with Red Lettering 220 Labels to a Book on White Gummed Paper Label Size 2 5/16 x 1

No. 75 Zenith. Artistic 4 color cover showing various fruits and vegetables. A gorgeous assortment of canning labels picturing 14 of the most widely preserved fruits and vegetables in their natural colors. Improves appearance of jars and provides easy identification. Especially popular with women who take real pride in their caning.
One dozen labels of each kind on a page and a dozen blanks in the back of the book. Label size 2⅛" x 1¼". 15 pages of gummed labels in each book. Total 180 labels.

L. HYMAN & SONS, *Paper Merchants*
102 Prince Street **New York 12, N. Y.**

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Tolerances are held as closely as five tenthousandths of an inch which exemplifies the precision with which an Inkograph is made.

Proper care and filling of an Inkograph, as explained in the instruction sheet accompanying every pen, will assure many years of lasting service and satisfaction.

Be sure every Inkograph purchaser is given this instruction sheet.

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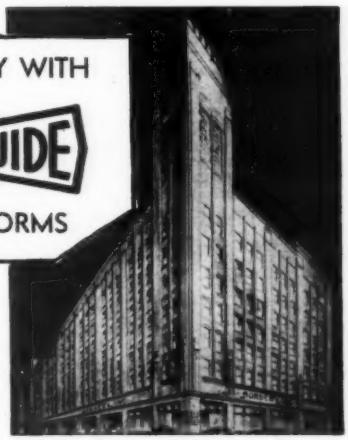
200 Hudson St., N.Y.C. 13

MAKE MONEY WITH

WORLD WIDE BRAND

BUSINESS FORMS



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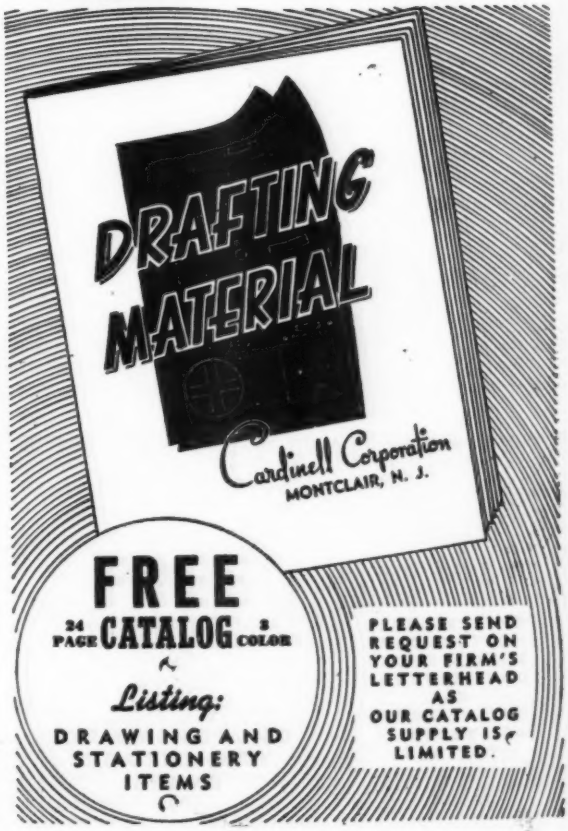
Warehouse Distributors for Manufacturers
229 South Jefferson Street **Chicago 6, Illinois**



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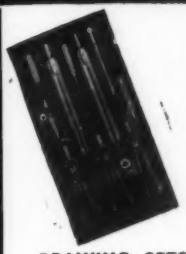
HEADQUARTERS for OPTICAL SPECIALTIES & DRAWING INSTRUMENTS



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Water proof, unsinkable. Transparent lucite case with brass bottom, etched scale. Sturdy, reliable.

MAGNIFYING GLASSES

Clear, white ophthalmic glass. All-black, one piece, plastic frame and handle. Just one of a great variety always in stock.

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A FITTING TRIBUTE TO THOSE IN SERVICE

Beautiful plaques, many designs, in sizes for any number of name plates. Send for prices and literature.

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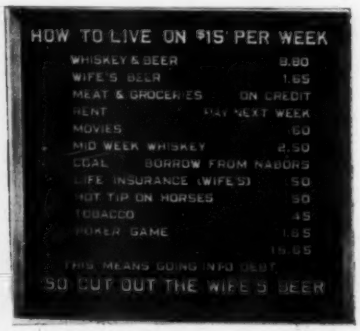

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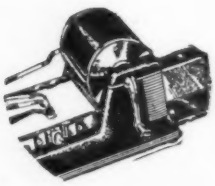

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